

20. OUTINGS and VISITS

Policy Statement

Children benefit from being taken out of the setting to go on outings or trips/visits to the local school or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents/carers are asked when their child starts to give general permission to take their child on Playgroup trips. These are visits to places within the village where children can walk to i.e., the post office, park, primary school, local shops etc.
- For outings requiring transportation a list is out for all guardians to access before the outing with all children's names on, for parents/carers to sign giving permission for their child to go. The information about the outing should include:
 - Place;
 - Date;
 - Departure time;
 - Return time;
 - Mode of transport;
 - Cost if applicable.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are available for parents/carers to see.
- On outings our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached. Therefore, we ask parents/carers to help supervise children on outings.
- Due to the required high adult to child ratio on major outing days, the setting will be closed.
- We will aim to give you at least one month's notice of any outings that require parent/carer's attendance.
- Named children are assigned to individual staff/volunteers to ensure each child is individually supervised, to ensure no child goes astray and that there is no unauthorised access to children.
- Staff take a mobile phone and a camera on outings. Parents/carers are told before the outing that personal cameras should not be taken and advised that personal mobile phones should only be used away from the group/children to ensure children's privacy and safety.
- Staff take a mini first aid pack and travel sickness items e.g., bucket, paper bags, tissues and wipes. The amount of equipment will vary according to the visit/outing venue and number of children.
- Staff take a list of children with them with contact numbers of parents/carers/carers.
- The manager will confirm with any volunteer drivers that they have adequate insurance before using their own vehicles to transport children.

This policy was adopted by

Feltwell Playgroup

On

27.03.2026

Date to be reviewed

(on or before) 27.03.2027

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

Role of signatory (e.g. chair, director or owner)

Committee Chairperson