Outings Policy

Policy created	01.09.2008	Version number	9.2
Last reviewed	01.11.2026	Next review date	01.11.2027

We aim to conduct a number of outings during the pre-school year to widen the range of experiences available to the children and to consolidate learning during the normal sessions at the Parish Hall.

Proper control must be exercised which is appropriate to the children involved, the destination of the outing, and the nature of the visit. The children must also be transported in a controlled and organised way.

A higher than normal adult: child ratio should be used to reflect the level of risk, which should be clearly defined and explained in the risk assessment. **The ratio decided is at the Committee's discretion.**

For regular "outings", for example a trip to Plymtree School, when notification is not sent out on each occasion, the risk assessment should be verbally communicated with all staff by the Setting Manager ensuring appropriate adult: child ratios.

The Setting Manager/Pre-school Leader should:

- Plan the outing thoroughly completing a risk assessment before the outing, passing a copy to the Chairperson for approval.
- Once approval from the Chairperson is received, ensure that a letter explaining details of the outing is issued in good time and no later than 2 weeks before the outing to parents/carers and a consent form should be obtained for each child to attend. If the setting is to close as all staff/adults will be on the outing, the letter must remind parents/carers that if their child does not attend the outing they will be responsible for organising alternative care for their child.
- Take the daily register.
- Take emergency contact details for all children
- Take the mobile phone and ensure that it is charged up.
- Take the first aid kit.
- Take any medication needed by individual children, such as inhalers.
- Closely supervise the children and protect them from strangers.
- Ensure that safety guidance in coaches etc is adhered to by staff and children.

School Visit

Occasionally the Pre-school visit Plymtree Primary School.

The following procedures are followed:

- The children are asked if they want to use the toilet before leaving.
- Children are provided with high visibility jackets to wear.
- On occasion a group walking aid/walking circle may be used; children will be asked to hold this as required in order for them to walk safely as a group.
- The children are lined up in pairs and then counted.
- The premises are locked and then the children are counted again.
- On reaching the road, the children are reminded to stop, look and listen for traffic.
- If all is clear, the children cross the road and walk on the side facing on-coming traffic with adults walking on the outside.
- Children are reminded to keep quiet and listen for any vehicles.
- On turning into the school gate, the children are counted.
- On arrival at the destination, the children are counted again.

Document History

Date	Change details	Reviewed by
19/01/2010	Remove all reference to car transportation. Add that any individual medication should be taken along.	Shelley Robinson
31/01/2010	V2.1 added school visit section	Shelley Robinson
09/02/2011	Reviewed	Jackie Crowe
16/03/2012	Giving ratio and general updating	Jackie Crowe
06/03/2013	Reviewed	Rowan Pettitt
21/04/2013	Changed ‘Playgroup’ to ‘Pre-school’	Rowan Pettitt
18/9/2013	Updated Logo	Julie Pearce
01/04/2014	Policy reviewed	Julie Pearce
27/01/2015	Deleted duplicated paragraph. Various other changes made to reflect current practice.	Ellie Hibberd
02/01/16	Added points on high vis jackets and ‘walking circle’.	Rowan Pettitt
03/08/16	Policy reviewed – no changes.	Rowan Pettitt
01/01/18	Policy reviewed – no changes.	Rowan Pettitt

16/05/18	Play Leader changed to Pre-school Leader	Ellie Hibberd
02/10/18	Policy reviewed – no updates	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
01/10/25	Policy Reviewed – added that the risk assessment should be verbally communicated with all staff by the Setting Manager with appropriate adult: child ratios. Various changes to reflect current practice.	Clare Livingstone
01/11/26	Policy reviewed – no update	Clare Livingstone