



Transport and Outings

Policy statement

Our playgroup believes that children should experience different situations and areas of life. We hope to do this by taking children on outings to help them make connections between their own experiences and to experience new ones.

Our aim is to expand the child's knowledge through outings and to make connections with the topic we are incorporating into the curriculum. We will make sure that the children are well supervised and all the relevant steps have been taken to make sure the children are safe.

Procedures

Risk assessment

A risk assessment will be carried out 2 weeks prior to the outing and another one 2/3 days before the outing. A nominated person would carry out the risk assessment.

The risk assessment would contain the following:

- Suitability for children, children with disabilities or special needs,
- Public access for non preschool persons
- Facilities such as toilets, eating areas
- Roads, traffic, assessable walking areas
- Adult to child ratio
- Transport
- Getting on and off the transport and the surrounding area
- Equipment

If we are unable to do risk assessment because of the distance, we would ask the premises, museum, park to send us a copy of their risk assessment.

Consent

Parents/guardians will be given a consent form to sign and return given permission for their child to go on the outing. This will be kept on file until the child leaves the setting.

Parent/guardians would be notified at least 2 weeks prior to the outing taking place, giving them plenty of time to return the slip and make alternative arrangement if their child is unable to attend.

If parental consent has not been received 2/3 days prior to the outing a member of staff will remind the parents/guardians. If one is not received and parents/guardians are not accompanying their child, he/she will not be able to attend.

Parent/guardians would be invited to accompany their child on an outing. If this is not possible to would ensure 1 adult to 2 named children and the adult would be responsible for the children.

Medical

If a child is on medication the child's parents/guardians or key person will carry the medication and administer it to the child as and when needed.

For children with individual needs, it would be 1 adult to 1 child, with another adult available if needed, for support.

A fully charged mobile phone and first aid kit will be carried by the key person who is known by all members of staff/adults on the outing.

Ratio

Children will be supervised, at all times during the outing. The whole group will go around together. If this is not possible there would be at least 3 adults to 6 children in one group so there are sufficient adult to child ratios.

Adult will not be able to take children to the toilet, other than their own, by themselves. The children will be taken in small groups at regular intervals, or another adult will accompany them.

If a child is feeling unwell we would try and contact their parents/guardians. If there was no response or it is impossible for the parents/guardians to collect the child we would follow the procedure in the sickness policy until we return to the setting.

A register would be taken before the outing and before we return. There would be regular head counts during the outing and all adult would be aware of the number of children present.

If we are not although on the outing or get split up, we would arrange meeting points and certain times. At least one person in each group would carry a mobile phone or we would provide walkie talkies.

Parents/guardians wishing to bring along other siblings who do not attend playgroup will be responsible for that child and the playgroup will not be responsible for them.

There is an outing list attached to the policy and the items stated would be taken on outings at all times.

Transportation

A reputable bus company will be used making sure that they are insured and have seat belt fitted.

If a bus is not used parents would arrange transport amongst themselves, notifying the playgroup of arrangement and these would be clarified prior to the outing. If we are walking there would be 1 adult to 2 children.

Useful websites:

www.dft.gov.uk

Legal framework/Links to other policies

Health and Safety Policy

Lost child Policy

Sickness Policy

This policy was adopted by Carlton Playgroup Ltd *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

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