



Outings Policy

Polesden Lacey Playschool recognises the value of outings to enhance children's understanding of the curriculum and offer opportunities not available at the Playschool premises. To ensure children's safety we will observe the following procedure for all outings:

- Written parental permission will be sought for each outing.
- Prior to the outing, an Outings Checklist (see attached Appendix 1) will be completed by a member of the Playschool staff.
- There will be a ratio of one adult to two children (this will include siblings, even those in pushchairs). A staff member with a paediatric first aid certificate will be present.
- On the day of the outing, children and accompanying parents and carers will be informed of the purpose of the trip and all safety aspects, e.g. staying with an adult, holding hands when crossing the road. Parents and carers will be required to read a copy of the "Guidelines for Parent Helpers on Outings" (see attached Appendix 2).
- A full register, first aid kit, spare clothing, plastic bags and mobile telephone will be taken on each outing, plus any medication and notes if needed for specific children.
- If a child becomes ill during the outing their parent will be contacted. A member of staff will be allocated to look after the child whilst waiting for the parent.
- Frequent headcounts of children will take place during the outing. In the event of a child being lost then half the staff and half the parents and carers will make a thorough search for the child. The remaining staff (including one qualified member) and parents and carers will ensure the safety of the remaining children by keeping them calmly together in one place. In the event of the child not being found, the child's parents and police will be informed.
- All outings led by Playschool staff will be in the local area, accessible by walking. For outings further afield, parents will be asked to take their own children with staff and/or Committee support. This allows staff members to be available to supervise at Playschool any children who are not able to go on the outing. Staff will not be allowed to take children in their own car.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 3rd July 2006 and signed by Rowena Wilson on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
11 th June 2009	Natasha Holden, Chair of the Committee
2 nd May 2012	Nichola Hooper, Chair of the Committee
22 nd February 2016	Natasha Matthews, Chair of the Committee
8 th January 2018	Natasha Matthews, Chair of the Committee
13 th June 2019	Natasha Matthews, Chair of the Committee
29 th April 2021	Ellie Pragnell, Chair of the Committee



Appendix 1 - Guidelines for Parents and Carers Helpers on Outings

Thank you for volunteering to help on our outing.

To ensure that everyone enjoys the trip please could you observe the following:

- Safety of the children is paramount at all times
- Please ensure that you have no more than two children with you at any time (including your own even if they are in a pushchair)
- Please follow the group leader. We will try to keep together, but don't worry if you get left behind, we will wait for you to catch up every now and then
- Children must hold hands with an adult when walking beside a road
- Children are not permitted to run unless the group leader specifically says they can (in areas where it is deemed completely safe to do so)
- Please take particular care when crossing the road, encouraging the children to look, listen and think
- Please use positive, encouraging language with the children, giving them praise where due
- The group leader will inform you of any specific curriculum objectives of the trip. We value your comments on what the children have said and done in relation to these. Please direct your comments to a member of staff.
- Please be aware of the need for confidentiality with regards to both children and adults
- If there are any issues of behaviour whilst on the trip, please inform a member of staff as soon as possible

Thank you for your help!



Appendix 2 – Outings Checklist

Nominated Group Leader	
Nominated Deputy Leader	
Place to be visited	
Date of visit	
Mode of transport	
Link to curriculum	
Number of children on outing	
Number of accompanying adults (Ratio 1:2)	
Names of adults accompanying: <i>(Please use both columns to complete)</i>	



Have all consent forms been received? Yes / No

Notes:

Are there any medical needs? Yes / No

If yes, take child's medication and relevant paperwork on outing

Notes:

Group Leader to note their assessment of the environment with regard to safety:

Have provisions been made by the venue / group leader for any possible hazards on the day?

Venue issues (e.g. farm, are there adequate washing facilities?)

Notes:

Is there an adult with a working mobile phone? Yes / No

Is there a first aid kit available? Yes / No

Notes (location?):

Have all adults been properly briefed? Yes / No

Notes:

DON'T FORGET! Register, Spare Clothes and Camera

Signature of Group Leader

Date