

BRANSTON PRE-SCHOOL CENTRE

OUTINGS AND TRANSPORT POLICY

The Pre-School will do all they can to ensure the safety of children, staff and parents on any outing from the pre-school.

Written consent will be obtained prior to an outing. On entry, parents/carers give permission for impromptu trips in the local vicinity of the setting (e.g. the local park). In the case of trips away from the setting Pre-School will write home giving parents/carers full details of the outing.

Appropriate staffing levels will be maintained depending on the type of outing.

A site visit will be carried out wherever possible to do a site risk assessment.

Risk assessments - staff: child ratios and insurance checks are carried out to assess the safety of children at all times.

Parents will be advised of any necessary clothing requirements and all children will be expected to comply.

If the outing is by car, children will be transported by their parents or guardians.

On occasion, Pre-School may undertake outings specifically for our older school starters, such as school visits. The Pre-School will then be closed to our younger children and those who chose not to attend the outing. This is to ensure adequate ratios by using all staff to allow the outing to go ahead safely. This will not affect a child's free entitlement which will still be adequately met by the setting over the course of the academic year and sufficient notice will be given where required. Parents may need to make alternative childcare arrangements in such instances. Where outings involve an invitation for every child to attend, preschool will be closed for that day. Parents may need to make alternative childcare arrangements if they do not wish their child to attend.

Although the pre-school are responsible for the children on the outing, it is expected that the parents and volunteers will have regards to the health and safety of the children in their care whilst on the trip.

If a child becomes lost on an outing, then the procedure for dealing with a lost child will be followed. Two mobile phones will be taken and numbers provided for parents and carers for the duration of the trip in case of emergencies.

Details of children and staff, a First Aid kit and medication will be taken by the member of staff in charge of the trip.