



Outings Policy

This policy was adopted at a meeting of:

Torphins Playgroup Pre-School

.....
.....

On *(date)*

Signed Designation

.....

1. Statement of Purpose

We recognise the added value that outings bring to the curriculum and the child's learning and development. The local environment offers a wide variety of learning experiences for children through visits to venues such as shops, parks, library or community centre. Outings outwith the immediate vicinity of the setting to places such as theatres, museums, the seaside or safari park offer experiential learning that can enhance the curriculum and respond to children's interests.

Children should always have an opportunity to learn about the outing beforehand, discuss it afterwards and develop any learning and play ideas it has generated. The visit may fit in with the group's curriculum planning or it could be in response to something initiated by the children.

Throughout this guidance the term **parents** is used to include all main caregivers.

2. Equality of Opportunity

As an ELC setting we aim to be inclusive at all times. We will ensure that all children have the opportunity to access outings equally. Where a child has physical or learning difficulties we will ensure extra staff/helpers are allocated and that any additional supports required, such as a wheelchair, are made available to allow the child to participate.

Venues will be checked in advance to ensure that all children and staff have ease of access. Should a member of staff have a physical impairment which in some way restricts their movement we will endeavour to ensure that supports are put in place which allow them to participate in outings as fully as possible.

A record of all outings will be kept on file with the date, venue and participants recorded to ensure equality of access to outings.

3. Risk Assessment

3.1

Staff must seek permission from management for all outings. Local venues which are visited regularly by staff and children will have written risk assessments drawn up and kept on file. These will be updated before each outing.

Occasional outings will have the route, venue and travel arrangements risk assessed by a member of staff in advance of the outing date.

3.2

Staff planning the outing, in conjunction with management, will consider the risk assessment to ensure that the benefits to children of participating in the outing outweigh any identified risks. Strategies to minimise any risks should be recorded on the risk assessment (see Appendix 1 – Risk Assessment Proforma). One copy of the risk assessment should be taken on the outing by staff and a second should remain in the setting. All adults accompanying the outing should be familiar with the risk assessment before setting out.

3.3

We acknowledge that daily life cannot be without risk, for example crossing roads, but that these hazards can be minimised by careful planning and alert adults. Being

aware of risk and learning how to cope with it is a valuable life skill for children and part of the learning experience of an outing.

4. Prevention of Spread of Infection

In order to minimise the spread of infection the ELC setting will follow standard infection control precautions (SICPs) as recommended by the NHS under their infection control policy [*Infection Prevention and Control in Childcare Settings*](#) (Health Protection Scotland, May 2018).

5. Adult/child Ratios

5.1

Where children are able to walk there should be a maximum of two children per adult to allow every child to hold an adult's hand. Where children are in prams or pushchairs the ratio will be one adult to each child. Children with physical or learning difficulties will also require one to one support. (Please note that settings may have their own policy on staff/child ratios or guidance from a parent group or local authority which can be substituted for those suggested within this sample policy.) Consideration should be given to the type of activity to be engaged in when calculating ratios and this should be included in the risk assessment. See [*My World Outdoors – Appendix 2, 'Risk Management'*](#).

5.2

Parents may sometimes be invited to participate in outings. They may have responsibility solely for their own child or may act as a general helper. They should be briefed carefully on which of these roles they are being asked to fulfill and what the expectations are.

5.3

There should always be sufficient **staff** on outings to allow one to take a child to the toilet, or accompany a child to hospital if the need arises, while still leaving another member of staff in charge of the outing. Children should not be left solely in the care of an adult who is not their parent or a member of staff. Groups should be allocated for larger outings with designated adults in charge of each group. It is their responsibility to continually check that all children allocated to them are present. Group leaders will have a list of the children they are responsible for and any relevant medical details. Badges will be worn by children displaying the name and telephone number of the ELC setting and **NOT** the child's name, if deemed appropriate for a particular outing.

6. Parental Permissions

6.1

When a parent enrolls their child in the ELC setting their permission will be sought to allow the child to go on outings of a local nature to places such as the local shops, park or community centre. This signed permission will be kept with the child's

registration form and will allow ease of movement to regular local venues and will apply only to journeys made on foot which do not require use of transport. Parents will be asked to fill out a separate permission form for all other outings as they arise.

6.2

The permission form will request the child's medical information, including any medication needed on the outing, and details of emergency contacts (see Appendix 2 – Parental Permission Form Profoma). It will give parents information regarding the date, venue, mode of travel, required clothing, whether food is required, the activities that children may engage in, number of adults in attendance, cost and any other specific requirements for the outing. A copy of the signed form will be taken on the outing by the responsible member of staff and another held in the ELC setting. Parents should speak to a staff or committee member if they have queries or concerns about an outing and/or about giving their consent. It is the parent's responsibility to ensure that all medical information and emergency contacts are kept up to date at all times.

7. Transport

Where vehicles are being used, checks will be made to ensure the road worthiness of the vehicle and that adequate insurance cover is held. Child restraints (seatbelts/adjusters/car seats/booster seats) will be checked to ensure that they are sufficient and appropriate to the age and weight of the children. Where parents' cars are being used, they will be asked to consult with their own insurance company and to make any necessary arrangements for appropriate cover. Written consent will be sought from parents prior to their child being conveyed in a member of staff's or parent's car.

8. Outings Checklist

The following should be taken by staff on every outing:

- List of participants including helpers and staff *
- Travel First Aid kit (wipes/plasters/disposable gloves/sterile water)
- A copy of the relevant risk assessment *
- A copy of each child's parental permission containing medical information and emergency contacts *
- Any relevant medication likely to be needed during the outing
- An Accident Book
- Spare clothes
- Record of the vehicles in which children are being transported; this should include insurance details and lists of the main drivers.
- A fully charged mobile phone with the ELC setting's number on speed dial
- Badges for each child with the ELC setting's name and telephone number, if deemed appropriate on a particular outing

* Copies of these documents should also be held in the setting if there is a member of staff remaining within the setting.

Monitoring of this Policy

It will be the responsibility of the Manager to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. This will be achieved through both formal and informal observation of staff practice and regular review of all relevant outings' paperwork by management to ensure this guidance is being adhered to.

Appendices:

Appendix 1 - Outings Risk Assessment Form

Appendix 2 - Parental Permission Form

See also:

Child Protection Policy

Health and Safety Policy

Administration of Medication Policy

Participation Policy

Curriculum Policy

Equal Opportunities Policy

Infection Control Policy

GDPR and Confidentiality Policy

Links to national policy:

When reviewing your policy, please reflect on the 'Health & Social Care Standards My support, My life'

<https://www.gov.scot/publications/health-social-care-standards-support-life/>

Find out more:

Curriculum for excellence through outdoor learning: Learning and Teaching Scotland 2010

<https://education.gov.scot/Documents/cfe-through-outdoor-learning.pdf>

My World Outdoors

https://www.careinspectorate.com/images/documents/3091/My_world_outdoors_-_early_years_good_practice_2016.pdf

Space to Grow

<https://www.careinspectorate.com/images/documents/5374/space-to-grow-indoor-outdoor-settings.pdf>

OUTINGS RISK ASSESSMENT FORM**Proposed outing venue:****Date of proposed outing:**

When planning an outing the following areas should be risk assessed:	Possible risk	Actions to minimise risk	Risk acceptable (yes/no)
1. Child safety			
2. Child behaviour			
3. Security			
4. Road Safety			

5. Weather			
6. Transport			
7. Outing venue			

Staff member completing risk assessment: **Title:**

Authorised by: (Manager) Date:
.....

PARENTAL PERMISSION FORM

Appendix 2

(Staff should complete this section)

Name of group

.....

..... **Full name of child**

.....

..... **Nature of outing**

.....

.....

Date

Venue

.....

..... **Person responsible for outing**

.....

.....

Travel arrangements

.....

.....

Time of departure Expected time of return

.....

Please send the following with your child (food, rainwear etc)

.....

.....

MEDICAL INFORMATION *(Parent/guardian should complete this section)*

1. Does your child suffer from any conditions requiring medical treatment including medication? If YES, please give brief details

.....

.....

.....

.....

2. To the best of your knowledge has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? If YES, please give brief details

.....
.....

.....
.....

3. Is your child allergic to any medication? If YES, please specify

.....
.....

4. Has your child received a tetanus injection? YES/NO

5. Does your child have any special dietary requirements? If YES, please specify

.....
.....

I undertake to inform the ELC setting of any change in the medical circumstances between the date signed and the commencement of visit.

Name, address and telephone number of family doctor

.....
.....

.....
.....

I agree to my child receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I agree for my child to travel in the vehicle provided on the understanding that both the vehicle and the driver are fully insured, that the vehicle is roadworthy, and that my child uses the appropriate child restraints (seatbelt/car seat) fitted in the vehicle.

Address

.....
.....

.....
.....

Contact telephone number/s for day of outing

.....
.....

I give permission for (full name of child) to join the outing to (insert outing destination below)

.....
.....Name of parent/guardian (*print*)
.....
.....

Signature of parent/guardian
.....

Date