



OUTINGS

POLICY STATEMENT AND AIMS

York Childcare recognises the importance of providing opportunities for children to learn about and explore the local area in order to develop their knowledge and understanding of the world. This policy provides information about the steps that York Childcare follows to ensure the safety of all children who participate in trips and outings.

CONSENT

Written consent to participate in an outing will be sought from parents/carers when a child first joins a setting. Consent will be checked with parents/carers at regular intervals.

Outings can include trips on foot or public transport, for example to a park, museum or library.

BEFORE AN OUTING

Staff will check that parents/carers of children who will participate in the outing have signed a consent form.

A risk assessment will be carried out to identify any potential hazards and to establish a suitable adult - child ratio. Staffing levels for each outing are assessed according to the nature of the outing and the individual needs of each child.

Staff will inform the Setting Manager of the members of staff and children who are participating in the visit, the outing destination, and approximate length of time that they will be away from the setting.

The Setting Manager will approve a member of staff to take overall responsibility during the outing; all staff who attend the outing will be made aware of who this person is.

All prams and pushchairs will be checked, to ensure that they are safe, and a first aid kit will be checked to ensure that it is suitably equipped.

DURING AN OUTING

Children who require extra supervision i.e. those under two years of age, will have reins attached or will be strapped into a buggy.

Children will be dressed in a manner appropriate to the season.

Children will be issued with high visibility vests to wear, which bear the setting's name and telephone number.



Staff will always take with them on outings:

- Contact details for each child
- First aid kit
- Water
- Mobile phone
- If necessary for a child, any required medication or health care documents

Crossing of roads will always be carried out either via a pedestrian crossing, or by implementation of the Green Cross Code.