

Outings Policy

Saplings playgroup aim to provide children with a visit to an area away from the playgroup safely. To achieve this Saplings will ensure that:

- Outings are only taken when the appropriate number of adults and a minimum of two staff members are available. This depends on the individual needs of the children.
 - Parents accompany their own children when possible on all day trips to help staff achieve the necessary adult to child ratios.
 - Parents/carers sign consent form specific to each outing and will subsequently be provided with written details of the outing.
 - Children are taken out in a ratio of 1:2 for children up to three years. Older children are taken out in a ratio of not more than 1:4 depending on the trip and staff awareness of children.
 - Staff carry out a risk assessment prior to the visit, identifying any potential hazards (on the journey or at the destination). Staff to contact venue for advice, as most will have their own risk assessments and can make these available.
 - Children should have a sticker for their coat, with the name of the setting and a mobile/telephone number – **but never the name of the child.**
 - Staff keep a record of the outings. This will record the date and time of the outing, the venue, method of transport, any risk assessments and the names of children on the outing along with the names of staff and parent volunteers caring for them.
 - The group hold at least one fully charged mobile telephone.
 - Individual staff are allocated to a small group of children that they are responsible for during the entire trip. (backed up by parents)
 - All staff on the trip are made aware of emergency procedures and a staff member carries a register of children and adults, with emergency contact numbers.
 - A first aid kit is taken along with any prescribed medicines needed by a child,.
 - Coaches are equipped with seat belts for all passengers.
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Reviewed by:

Vickie Smith, Co-Chair

02/09/2018

Alice Bettoney, Treasurer

02/09/2018

Date of next review

02/10/2019