

01 Health and safety procedures

Knutsford Community Preschool

01.6 Short trips, outings and excursions

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompany children on outings. There is a ratio of 1:2 for some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents on outings are responsible for their own children only.
- Parents who have undergone vetting as volunteers may be included in the ratio.
- The designated lead for the outing has responsibility for only one child.
- A mobile phone belonging to the Preschool, and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately
- Staff have emergency contacts, medication and equipment needed for children.

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the Preschool manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Further guidance

Daily Register and Outings Record (Early Years Alliance 2021)
Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)
Not on my Watch! (Early Years Alliance 2018)
Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

Reviewed annually in November by Staff and Committee