



Off Site Trip Policy

Version no: 0.5

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	16/11/17
0.2	Read, grammar corrected.	Sarah Allen	17/11/17
0.3	Yearly review	Melanie Nadin	11/10/18
0.4	Yearly review	Melanie Nadin	11/11/19
0.5	Yearly review	Melanie Nadin	13/11/2020



Off Site Trip Policy

Off -site visits are activities arranged by preschool which take place outside the preschool grounds. Off -site activities can supplement and enrich the curriculum of the preschool by providing experiences which would otherwise be impossible. In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all our children and wherever possible make them accessible to those with disabilities.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our children
- provide a wider range of experiences for our children than could be provided on the preschool site alone
- promote the independence of our children as learners and enable them to grow and develop in new learning environments

Any charges for these outings will be notified to parents/carers in advance of the outing and will be payable before the outing. Risk assessments will be carried out by the manager prior to the visit and first aid equipment will be taken on the day. We will ask parent/carers to sign a consent form in advance of such outings and will offer opportunities for parents/carers to accompany their child and the preschool on the outing.

The preschool managers are involved in the planning and management of off-site trips, the managers will:

- ensure the risk assessments are completed
- assign competent staff to lead and help with trips
- organise any related staff training
- make sure that all necessary permission and medical forms are obtained
- All needed resources are taken on visits e.g. emergency contact list, change of clothes, nappy changing equipment and snacks

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustment to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the managers before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them, the risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the preschool put the measures in place?
- What steps will be taken in an emergency?

When managers carry out the onsite risk assessment it is important to take in to account the probable weather conditions, the facilities available and the sites suitability with regard to the age and any particular needs of the children. They will also consider the venues own approach to security and to health and safety. Any issues will be taken into account when the final decision is taken on whether the visit should proceed. A risk assessment must also cover transport to and from the venue.

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources, staffing or equipment
- costs related to adult helpers
- any refreshments the preschool has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy to only use coaches fitted with seat or lap belts, and to insist that they are worn by all those participating in the visit.

Further health and safety considerations

All adults accompanying the party must be made aware by the managers of the emergency procedures which will apply, they should also be provided with the preschool mobile number. Adult helpers will never be left unattended with a group of children.

The safety of the party, especially the children, is of paramount importance. During the activity the managers must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical registration forms and ensuring that children are both safe and well looked after at all times.

Types of outing

Different types of outings take place, and each will require slightly different preparations and staffing levels. These include:

Trips on foot, e. g visits around the village to the park, church, pet shop etc.
Trips on transport to places like farms, museums, play centres etc.



Procedures where a child is lost on an outing

If the preschools policies and procedures are being observed the likelihood of a child being lost is small, very occasionally a child may become separated from the group, when this is realised staff will look to follow the lost child policy as detailed briefly below.

In the event of a child going missing on an outing:

- The lead person will assemble all children, staff, and parent helpers at the designated meeting point.
- Lead person to notify the venue security staff of missing child (if this service is available)
- If the child is not found, the lead person is to contact the police.
- Lead person will continue searching until directed otherwise and will follow guidance and instructions given by police
- Parents/carers notified
- Complete incident form giving a full account of incident
- Inform Ofsted

Date for review Nov 2021 unless new legislation comes into effect