



# **Trips and Outings policy and procedures**

*This policy will be reviewed on an annual basis*

**Aim:** To keep all Pippins children and early years educators safe while on a trip or outing.

## **Outings to local places**

At Pippins we organise trips to many places of interest around Crediton. These trips include - the fire station, the library, Redvers home and the park.

## **Consent**

Upon registering your child parents/carers are requested to sign for their child to attend local trips and outings. If a parent has not consented the child will remain at the setting with other children and staff.

## **Trips and outings risk assessment**

A trips and outing risk assessment form is completed by the senior in the room, allocating adults to children numbers vary depending on whether the walkadile is used. The form is then photocopied and put on the register downstairs in the foyer, stating the time of return. The original is then put in the backpack and taken on the trip. The management must be informed that a trip is happening and how many children are being taken. Trips or outings must only take place if you have a minimum of three children to take on the trip.

## **Safety/Tabards/Clothing**

The senior completing the form will check consents are signed. Children to wear Pippins tabards and clothing according to the weather e.g summer or winter hats. Staff will assess hazards along the route for example signs, road works or animal faeces

## **Adult: child ratio**

We comply with the Early years foundation stage ratio's of 1:4 for all children who are 2 years old and over.

For children under 2 years of age we have a ratio of 1:3.

## **Volunteers**

Volunteers are sought if required.

## **Outing bag**

A rucksack contains essential items such as spare clothes and first aid kit. Two Early years educators will take their personal mobile phones which are to be kept in the rucksack at all times unless in the event of an emergency.

## **The outing**

### **Departure and returning**

- Children are informed about the trip. They are educated about road safety and the importance of listening and following adult instructions. Toileting, hats, coats if necessary and tabards are worn.
- The adults are allocated to their children and they will have the responsibility of their safety during the trip.
- A qualified early years educator will always take the lead at the front and one at the back.
- An Early years educator staying at Pippins will close the front door behind the group leaving.
- Headcount are completed prior to leaving, regularly throughout the trip and upon return.

- If as professionals we do not feel it is beneficial for the child to attend the trip as adapting their behaviour to the event, social situation or change in routine can be a challenge or distressing, the child will stay at the setting in ratio and experience a different learning experience to meet their needs.

## Annual Eggesford Forest Trip

### Before the outing

- Book the forest
- Type a detailed risk assessment.
- A coach will be booked. Ofsted and the insurance company are informed of the outing.
- A letter and consent slip is given to parents detailing the trip and required clothing.
- Adults are allocated children whom they are responsible for during the trip at all times.
- Children are grouped for a safety talk and a visual account of the day.
- The rucksack is taken on the trip with other essential items - see separate tick list.
- Emergency contact details are obtained from parents and carers for the day.

### Departure

- The allocated adult will safely hold their children's hands and help them onto the coach. Tabards and hats are worn. The adult will help and check their seatbelt is secure. Before departure the register is called.

### Arrival at destination

- Two adults will help lay out an area for children to sit, other adults help the children safely off the coach and over to the seating area.

### Going home

- Adults stay with their allocated children and help them safely back onto the coach and into their seat. The register is called. Seatbelts are checked to ensure they are secure.

### Arrival home.

- An adult will stand each side of the coach door and other adults will hold children's hands and walk them back into Pippins. Normal collection procedures take place.


This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

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Chairperson

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Commenced 2007 Reviewed 20.10.2021, 12.11.21