



Trips and Outings

This policy will be reviewed on an annual basis

Outings to local places

At Kidz Star Club we organise trips to places of interest around Crediton. These trips include – the Holy Cross Christmas tree festival, local shops.

Consent

On starting their child at KSC all parent/carers sign form giving their children consent/or not to take part in local outings. Trips or outings must only take place if you have a minimum of three children to take on the trip (unless the year 6 annual trip).

Safety/Tabards

Before an outing a member of staff will walk the planned route to check for any hazards. These will be noted and all staff and volunteers will be made aware of these. Note: if any hazards are felt to be too dangerous a new route will be planned. Children to wear Florescent tabards or orange T-shirts.

Adult: child ratio

For safety purposes the adult child ratio is a maximum of 4 children to 1 adult for staf/volunteers. In the event of not enough people available to walk with the children the outing will be cancelled. This ratio is also advised that in the event of something happening to a child whilst on an outing which would take an adult away e.g. taking a child to the toilet, accident, lost child the ratio is higher than 1:8.

Volunteers

Volunteers are essential to enable outings to take place. The week before an outing is to take place a 'trips/outings' notice is placed on the notice board. It gives information such as, the destination of the trip, the date of the trip and how many volunteers are needed. There is a space for volunteers to write their name. On the day of the outing simple safety issues are explained to volunteers, by a member of staff, regarding the trip.

Outing bag

A bag for outings is packed ready to go at all times. This bag contains essential items such as, first aid kit, 2 changes of clothes, wet wipes, tissues, bags for soiled clothes, a list of all children with phone numbers and a mobile phone. When items have been used from the bag it is replaced that same day on arriving back from a trip. This bag is the supervisor's responsibility.

The outing

Departure

- Children are grouped together and the register is called.
- A talk takes place about the trip. The children are told about where they are going and what they will do when they get there. They are also told about safety issues, such as, they are encouraged to hold hands or walk sensibly in two's how to cross roads safely.
- The children are allocated to an adult, who will be responsible for them throughout the trip. If it is a volunteer a member of staff will introduce the adult to the child explaining who they are, as will they introduce the child to the adult.
- The groups then line up at the door. A qualified member of staff will always take the lead at the front and one at the back.

Arrival at the destination

- Depending on the type of outing the children will now be able to explore more independently. All staff will still supervise to make sure children are safe and that no child wanders away from the group.

Leaving

- The children are allocated back to the same adult.
- A register is called to make sure all of the children are present.
- The same procedure as departure from KSC is followed for the walk back.

Arriving back


- On arriving back the children go straight to KSC classroom.
- Coats and tabards are taken off.
- The children sit as a group where a discussion takes place about the outing - during this time a member of staff prepares a drink/snack.
- The children wash their hands to have snack.

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

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Directors

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



 21/10/21

 Chairperson

Commenced 2011 Reviewed 20.10.2021