



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658

## **Outings Policy**

Our setting is committed to providing a safe and secure environment in which the welfare of the children in our care is supported by our policies and procedures.

This policy aims to set out clear systems and procedures to be followed as children participate in off-site activities and trips.

To ensure the safety and wellbeing of the children within our care we will:

- Carry out a full risk assessment, which includes an assessment of required adult: child ratios, before any type of outing is undertaken.
- Take account of the nature of the outing and consider whether it is appropriate to exceed normal ratio requirements as set out in EYFS. Whilst on certain outings the adult: child ratios can decrease drastically to ensure the children are kept safe in unfamiliar surroundings. For safety reasons, one member of staff will look after no more than two children.
- Obtain written parental/carer permission for children taking part in off-site activities.
- We will take essential records and equipment on outings, for example, contact telephone numbers, a mobile phone, small first aid kit, prescribed medication.
- Ensure that our procedures for recording any accidents and first aid treatment/administering of medicines are followed.
- Key persons will be assigned to children, where possible.



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- The annual summer outing is open to **all** children and their parents/carers. The preschool views this as an opportunity for **families** to come together and enjoy off site activities. Therefore, parents/carers will be responsible for their own child. Should a parent/carer be unable to attend with their child, then the pre-school will do their best to allocate a member of staff to look after their child on the trip. For safety reasons, one member of staff will look after no more than two children. Decisions will be made after final numbers have been collected in and will be left to the manager's discretion. Invoiced children will not be invoiced for the annual summer trip, however a nominated fee will be required from all children attending the trip.
- Smaller outings: Parents whose children attend a session when a visit has been planned will now have the option to accompany their child off site and be responsible for them **OR** their child can attend a normal pre-school session.