



## **Outings policy**

At Alexandra Park Children's Learning Community, we strive on giving children the opportunity to learn through play by exploring, developing knowledge and understanding of the world and visiting places of interest. It is our central idea in our ethos that the children should have the opportunity to link their interests and lines of enquiry with the real world. We encourage our staff to try and organize trips in line with current projects.

The Statutory Framework for the Early Years Foundation Stage from September 2021 affirms in its page 27: "Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratio".

## **Procedure**

- Complete the trip planning form.
- This should include checking parent/carer consent forms.
- Ensure that a list of trip attendees including staff and children is copied and left at the centre as well as brought along on the trip.
- A first aider must accompany any off site trips / outings.
- A first aid kit must be carried on any trips (ensuring the box is checked for correct contents)
- Group leaders must check each individual child's file for any medication / dietary requirements and ensure the correct medication is taken and administered during the trip.
- Staff should take spare changes of clothes, baby wipes, water bottles and tissues. Staff should also take nappies if needed.
- Staff should take nursery mobile phone but only use them in case of emergency or to call the centre.
- Will do a full risk assessment at any destination and all arrangement for toileting will be out line in the risk assessment.
- Children must be informed of the trip they are taking part in and what they will experience from this.
- Staff should talk to the children first about the trip, discussing acceptable behavior, about potential risks (e.g crossing the road) and also discuss the reasons why we are going.
- Children must be placed in small groups and allocated a key worker.
- Headcount must regularly be checked throughout the trip as well as before leaving and returning if possible from the destination.
- Transport must have working seatbelts unless using public transport.
- On using public transport, staff should sit with children in their allocated groups.
- Group leaders will assess any risk and an appropriate safe supervision level for their particular trip / age group

## **Ratios for trips are as follows**

Age	0-2 =	1 adult to 1 child
Age	2-3 =	1 adult for every 3 children
Age	3-5 =	1 adult for every 4 children

Age 5-8 = 1 adult for every 5 children

Age 8-12 = 1 adult for every 10 children

Date - August 2021

Signed Manager –

Review – August 2022

Signed Director –