



# Rainbow Teddies Pre-school Policy Document

## Visits and Outings

### Safeguarding and Welfare Requirements:

8) Safety and Suitability of Premises, Environment and Equipment (*Outings*)

5) Staff:Child Ratios

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Visits and Outings

Rainbow Teddies will give special attention to child safety when considering outings. For this policy, 'outings' will be those beyond the school perimeter.

Three types of trip have been identified:

- Outings arranged within Thornbury, usually on foot.
- Short outings arranged further afield, usually involving coach travel, where parents will be invited to attend to take care of their own children but staff may take responsibility for some children.
- Longer outings arranged further afield, usually involving coach travel, where all children will need to be accompanied by a parent or carer.
- All trips will be Risk assessed.

### ***Outings arranged within Thornbury, usually on foot (e.g. visits to local Schools/Thornbury Castle)***

- Where a trip is organised on foot, a ratio of one adult to two children will be arranged.
- Parental involvement will be requested in order to establish this ratio.
- In order to observe issues of Safeguarding/Child Protection no parent will be given sole responsibility for a child other than their own, without prior written parental agreement-the written agreement will be taken to include permission to take the child to the toilet etc.
- Parents/carers will be issued with details of the outing and a member of staff will discuss any safety issues with them, before leaving the pre-school.

### ***Short outings; usually of a session length; usually involving coach travel, where parents will be invited to attend to take care of their own children, but staff may take responsibility for some children (e.g. visit to Thornbury Castle).***

- A letter will be issued to parents inviting them to attend. Child ratios will be kept at 1:2
- No parent will be given sole responsibility for a child other than their own, without prior written parental agreement.
- Children of parents unable to attend will be allocated to the staff at the adult/child ratio of 1:2
- If there are not enough staff to cover unaccompanied children, then the trip will either be cancelled or the children will remain at the pre-school with staff (giving regard to Safeguarding/Child Protection issues and ratios). Parents/carers will be notified by letter should the trip need to be cancelled in this instance.
- A sheet giving details about the reasons for the trip and some information for parents/carers will be issued to those attending. In order to preserve the supervision of the



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pre-school as a whole and to direct the curriculum content of the trip, a staff member will be assigned to a small group of parents/carers.

- Each coach will have at least 2 staff members allocated to it, one of whom will be a qualified Paediatric First Aider.

## ***Longer outings; usually full day; arranged further afield; usually involving coach travel, where all children will need to be accompanied by a parent or carer (e.g. End Year Summer Trip)***

- Where a trip involves coach travel a letter will be issued inviting parents to attend. They will receive other details about the trip, including any health and safety advice as appropriate
- If a parent/carers is unable to attend with their child, Rainbow Teddies will not involve itself in arranging childcare with another parent. However, this will not preclude parents making arrangements between themselves and notifying the pre-school of the arrangements.
- In order to preserve the supervision of the pre-school as a whole, staff will be present on the trip and will give support/guidance to parents/carers as appropriate.
- Parents/carers will be deemed to be responsible for any child or children who they accompany on the trip.
- Each coach will have at least 2 staff members allocated to it, one of whom will be a qualified Paediatric First Aider.
- Where a parent/carers is unable to attend the trip and alternative arrangements cannot be made, if there are **sufficient children, then a 2.5 hour session will be provided** by the staff in the setting and offered to the parent/carers as an alternative to the trip.
- If there are **insufficient children to make a session viable**, then the parent will be offered hours at a different time (*alternative session*)

For details regarding children's medical needs and/or administering medicines on trips/outings,

Please refer to ***Administering Medicine Policy***