

Procedure for Outings



Teaching Tots recognizes the valuable contribution which school trips can make to the education of children. We also recognize that school trips should only be organized with the highest regard to the safety and welfare of the children. For this reason school trips will only be organized under the following conditions.

Important Note: A 'school trip' is any occasion when children are taken away from setting under the supervision of pre-school staff.

Child accompanied by parent outings. A school trip does not include occasions when the pre-school provides transport for the use of children accompanied and under the supervision of their parents. However on such outings a pre-school trips form will be completed and due regard will be paid to this policy where appropriate.

Practice

- Before any outings, we obtain written parental permission & provide details for parents.
- When going on any outings we always use a coach firm who are fully insured & provide seat belts. Drivers will never have unsupervised access to any children. We never exceed recommended maximum seating.
- We always take a register of adults & children. We carry out a headcount on & off the coach, assisting the children onto & off of the vehicle. We always carry a list of contact & emergency contact numbers for each child & adult.
- A member of staff will always have a mobile phone with them & will be the nominated person on that trip.
- A first aid kit, medication with written permission slip, spare clothing & plastic bags are also taken with us.
- We aim to have a high ratio of adults to children during any outings, namely 1:2 (1 adult to 2 children).
- Venues that we use, generally send out their own risk assessment. We usually go to the same places so are aware of potential risks.
- Wherever possible, parents/carers will accompany their own child.
- If, for any reason it is not possible for a parent/carer to accompany their child, a named member of staff will look after that child during the outing.
- If a child becomes ill during an outing, the parent/carer will be contacted & asked to come & collect their child. A member of the pre-school staff will remain with the child until the parent/carer arrives.

If a child develops a contagious illness, we will quarantine the child & carry out the same procedure as above.

- If a child is thought to be seriously ill, an ambulance will be called & the parent/carer contacted, telling them the nature of the illness, the hospital that their child is being taken to & the estimated time of arrival. A member of staff will accompany the child to the hospital & remain with the child until the parents/carers arrive.

- If a child becomes lost during an outing, all available adults will search for the child. If the child cannot be found, the police will be informed, the parents/carer contacted & Children's Services informed.
- Wherever possible, we try to provide & cater for children with disabilities & cultural requirements. Please see Tracey if you have specific requirements.
- If return is delayed for any reason, parents will be informed either by telephone or by a notice posted at the pre-school.