

## **PART 3**

### **HEALTH AND SAFETY PROCEDURE**

#### **SECTION IV**

#### **OUTINGS**

##### **Policy Statement:**

Children's learning experiences are enhanced when they have the opportunity to leave the setting and go on visits or trips around the local environment. We generally have one main outing a year, which parents attend with the children. For children whose parents are unable to attend, a staff member will take responsibility for them during the trip. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures set out below.

##### **Procedures:**

1. Parents sign a general consent on registration for their children to be taken out of the setting as a part of the daily activities to St Mary's School playground and field, Beetley woods, Gressenhall Museum, and local surrounding area.
2. There is a risk assessment for each venue carried out, which is reviewed regularly.
3. Parents are always asked to sign specific consent forms before major outings.
4. A risk assessment will be completed before an outing takes place.
5. All venue risk assessments are available for parents to see.
6. Preschool will provide a staffing ratio of one adult to four children when going on foot to a local venue (i.e. walking around Beetley). A member of the Preschool staff or committee will walk the route for the purposes of risk assessment. On outings to other venues, like our annual summer trip, preschool will provide a staffing ratio of one adult to two children.
7. Preschool will not use private vehicles for outings, other than parents transporting their own children.
8. For large group outings, only reputable coach hire firms will be used, to ensure compliance with current legislation applicable to children in vehicles.
9. A First Aid trained member of staff will attend any trips or visits. For family outings organised by the Preschool Committee or Staff, First Aid trained staff, relevant to the number of groups going will also attend.

10. Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
11. Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:
  - All staff will be informed and an immediate thorough search of the area will be made ensuring that all other children remain supervised throughout.
  - If appropriate, on site security will be informed and a description of the child/children will be given.
  - In the event of a child not being found the designated person in charge will immediately inform the police.
  - The person in charge will contact the parents/carers giving details of what has happened.
  - Other staff members will ensure other children are returned safely to the Preschool or pre-arranged pick-up area.
12. Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing
  - The venue and mode of transport used
  - The names of the staff members assigned to each of the children
  - The time of return
13. The Preschool mobile phone will be taken on outings, as well as supplies of tissues, wipes, spare clothing, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
14. A list of children, contact numbers of parents/carers, information on allergies, as well as accident record sheets (which will then be completed on Family once returned) and a copy of our Responsibilities of Staff in an Emergency policy will be taken on the trip.
15. A minimum of two staff accompany children on outings and trips and a minimum of two remain behind with the rest of the children.
16. On outings away from the setting or grounds of St Marys, children will wear high-vi jacket with the Preschool name, phone number and Preschool mobile number.
17. All children's photo's will be taken on the day on a Preschool camera, in case they go missing.

18. Meeting points will be pre-designated and times arranged when all the party should assemble. These will be strictly adhered to.

19. At the conclusion of the outing with the support of all staff attending the outing, the person in charge will complete a review noting the following:

- Any problems with the transport
- Any problems with the venue
- Any problems with specific children
- Educational benefits of the visit
- Comments from volunteers, parents and staff
- Recommendations for future visits

### **ADVOIDING ILL HEALTH (E COLI) WHEN VISITING FARMS & OTHER ANIMAL CENTRES**

This is a list of measures to be taken when Preschool visits farms, and other places where there is likely to be a risk of bacteria (i.e. E coli 157) and other organisms, which could be transmitted to humans, and cause ill health.

The following measures should be taken as well as the other normal outing procedures.

Before the visit:

1. Discuss the visit with the farm management.
2. Make sure the facilities provided will be adequate for the Preschool's needs. (i.e. good hand washing and toilet facilities.)
3. Make sure that all the staff and any other helpers for the day know that the children must not eat or chew outside areas set aside for this purpose.
4. Make sure that the children wear appropriate clothing, and sturdy outdoor shoes (not sandals) or ideally wellington boots.
5. Check that any cuts, grazes etc. on children's hands are covered with a waterproof dressing.

During and after the visit, make sure that the children.

1. Do not 'kiss' the animals.
2. Wash their hands thoroughly before eating, after any contact with animals, and before leaving the farm.
3. Only eat food in designated areas.

- 4.** Do not suck fingers or put their hands, or anything else in their mouths.
- 5.** Do not taste or eat food that is for animal consumption.
- 6.** Clean or change their footwear before leaving the farm.
- 7.** Approach and handle the animals quietly, and do not chase, frighten, or torment the animals.
- 8.** Do not pick up or handle anything that they are not supposed to.

If a member of Preschool shows signs of illness after a visit (i.e. sickness or diarrhoea) we will advise their parent or guardian to visit their doctor and explain that they have been in recent contact with animals.

Signed:	Chairperson	Supervisor
Date:	Date for next Review:	