



Outing Policy

Reviewed 1 September 2018. Review date September 2019

Written by Louise Kirby

Policy Statement

We believe that the environment of the Kindergarten at St Joseph's offers a variety of experiences for the children. We understand that our children use their environment as an additional form of support in their learning, and we will therefore seek to include the influence of the wider environment in our cycle of planning. In some cases this may mean visiting other places offsite. In which case we will seek to do this by ensuring the appropriateness, the safety and the cost of such an instance.

Procedures

All parents on admission to the Kindergarten at St Joseph's are asked to give permission to take their children off the premises. In most cases this will be to take the children to the local post box to post a letter or to play within the school grounds, however on occasion we may like to take the children further afield. In this case a full itinerary will be planned and the parents given the opportunity to confirm their permission or to withdraw their permission in this instance.

A member of the senior management team and one other will undertake a risk assessment for the outing. This will include the number of adults required to ensure the safety of the children and the requirements of the mode of transport and insurances required.

Adults accompanying the children will be all the staff team in addition parent volunteers and wherever possible these volunteers should hold a current enhanced DBS. Where they do not hold an enhanced DBS they will always be in the company of a member of staff.

Staff members will be allowed the use of their mobile phones in order to ensure safety and communications with the group. The mobile phones will be used for phone calls only and its use for taking photographs is not allowed. The Setting's

tablets will be used for this. Parents and other helpers will also be asked not to use their mobile phones for taking photographs and asked to turn their mobiles to silent.

Staff will be easily identifiable by the wearing of Hi-Viz jackets.

A first aid kit complete with a list of children with allergies and in the case of children with medical conditions a copy of their record will also be brought.

In the event of an emergency:

Liam Kirby or another named contact that is not on the outing will hold all the contact details of all adults and children who are on the outing. His/their name and contact details will be made known to all parents.

In the event of the emergency Liam/named contact will contact all parents and advise them of the situation and action that requires taking.

Procedure for a missing or lost child whilst on an outing will be followed as laid out in our *Missing/Lost Child* policy.

Staff on the outing will assess the risk and will decide whether to continue with the outing or to return and will inform Liam/named contact.

After the outing an evaluation will be asked from all adults to support enhanced planning on further outings.

Supportive links

United Nations Conventions on the Rights of the Child, UNICEF 1989

Every Child Matters-Change for Children 2004

The Early Years Foundation Stage Statutory Framework 2017

Surrey County Council