

Clutton Playgroup - Outings and visits policy



From time to time at Clutton Playgroup we will undertake trips away from the Cabin.

Aims

First and foremost we will take every precaution to ensure the safety of all adults and children. We will carry out detailed planning to maximise enjoyment and learning opportunities.

Method

In order to achieve this aim, we operate the following procedure:

- A risk assessment is carried out before an outing takes place and shared with all relevant parties.
- Parents always sign consent forms before major outings. For trips along the railway line or to the playpark, outside the fenced area, Parents have already signed to say this is permissible. We have a generic risk assessment for these outings which is attached.
- Our adult to child ratio is high, normally one adult to two children. This is always made clear on the risk assessment.
- We encourage parents and carers to come with their children on outings.
- If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining at the Cabin.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- If the outing requires coach travel, we will only use a reputable coach company and check to ensure they have seat belts. Parents are informed and can make informed choices about booster seats.
- Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with any special needs.
- If food and drink is offered during the outing, a check is made for allergies and other dietary requirements.
- A first aid kit will be carried on all outings, and any information on special health requirements of children.
- A register will be taken on arrival and departure from any venue and heads will be counted at key times throughout a visit.
- A mobile telephone will be carried on all outings.
- A list of contact numbers for parents and staff will be taken.

Policy adopted by the Clutton Playgroup Management Committee.

Signed Date