



Outings Policy

So as to maximise the children's learning opportunities, Mill House Pre-school intends to provide a wide range of activities in a variety of different settings.

In order to do this, staff will take children on outings and visits to places of interest or local events.

Some visits will be within village boundaries, whilst others will be further away. Pre-school parents give their permission on a written consent form included as part of the registration pack for children to be included on short walks around the village.

For pupils in Reception to Year 6 an online consent form must be completed.

Separate written permission will be sought whenever outings or visits are further afield e.g. Thornton Park Farm. A ratio of 1:3 will be followed in this case.

Parents will be notified in writing of the venue, transport methods, cost, purpose of the visit, intended learning outcomes and items required by the children.

Completed consent forms are carried by staff on all outings.

These include:

- child's name,
- date of birth,
- medical information,
- emergency telephone contacts for that day
- and parent/carer signature.

The children may travel by a variety of transport methods (coach/school mini-bus) which will be arranged appropriately according to the purpose of the visit, number of children/staff and location.

Coach Hire may be used if the visit is further afield. Giggleswick Junior School will ensure a reputable hire company is used and that there are seat belts fitted in all seats, and that the company has a no-smoking policy.

School Minibuses may be used if there are only a few children taking part in the outing. The minibus will only be driven by members of staff who satisfy the criteria laid out in the Giggleswick School's Health and Safety Policy.

Mr Fergus Ogilvie (FDGO), Educational Visits Coordinator, is responsible for signing off all trips/external visits.

Staff must lease with FDGO when planning a visit/trip.

Additional policies to be read in conjunction:

Giggleswick School Health & Safety Policy

Risk Assessment Policy

Reviewed by:	C B Shuttleworth, Nursery Manager
Review period:	Annual
Updated:	April 2019
Next review date:	April 2020

Check list for Trips:

1. Cost visit
2. Receive authorisation for visit from JRM
3. Book and cost visit.
4. Book Transport sing online booking form.
5. Send letter to parents enclosing consent forms to be completed and returned.
6. Arrange appropriate staffing for outing, including organising parent helpers if required (Pre-school children 1:3). At least one member of staff accompanying the trip should have a valid Paediatric First Aid certificate.
7. Complete Risk Assessment, FDGO to sign. Copy to go on file, copy to FDGO/ and copy to be carried by leader on the trip.
8. First Aid Travel Box. Include medication for any children who require.
Spare clothes, wipes etc
9. Order packed lunches if required by contacting Catering manager.
10. On day of visit: take register including children on the trip and accompanying adults, ensure a charged mobile phone, and phone numbers of staff and children are available. Ensure a member of staff is responsible and carries consent slips/medication.

Complete online search of location to ensure weather is still appropriate and place of visit is still available and viable.
11. Ensure all staff and parents accompanying on the trip are aware of procedure in the case of an Emergency, as set out in Risk Assessment.

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