

Outings Policy

Statement of intent

It is Trull Saplings Preschool's intention to encourage the children to explore their local community with the intent on enhancing their learning experiences outside of the setting.

Aim

Trull Saplings Preschool aim to enhance the children's learning experience by taking the children out of setting on a daily basis to explore the local area by visiting the local park, forest school area at Trull Church of England VA Primary School, All Saints Church or other suitable venues.

Methods

In order to achieve this aim, the following must be implemented:

- At the time of registering a child at our Preschool, the parents will sign to give consent to staff taking the child(ren) on outdoor activities and experiences.
- Risk assessments are completed for the specific areas that are visited with the children. Ongoing visual risk assessments are undertaken by all staff during our outings, concerns are raised immediately and actioned accordingly.
- Staff ratios are always maintained and there will always be a Designated Safeguard Lead and First Aider within the staff ratio.
- An outings bag, including the Preschool mobile phone, daily register, first aid kit, gloves, tissues, potties, nappy sacks, PPE and anything else we may need while out, will be taken on the outing.
- A member of staff will be responsible for the Preschool mobile phone to enable us to contact parents in an emergency, along with the keys for access to the Preschool building. These will be kept on a member of staff's person at all times.
- When leaving the Preschool via the garden area, the following procedure will take place:
 - Children must be counted by two members of staff before setting off at the Preschool back door.
 - Children must be counted again by two members of staff once the children are lined up at the back gate and a register will be taken.
 - Before the Preschool back door has been closed, one member of staff will check the toilets and hall to ensure all children are outside. They will then shut the toilet door and any other doors (cupboards). The staff member will then inform all staff they are happy, and the back door can be shut.
 - Another two members of staff will count the children as they leave the premises back gate.
- If leaving the Preschool via the main entrance, the following procedure will take place:
 - Children must be counted by two members of staff once the children are lined up at the Preschool front hall door and a register will be taken.
 - Before the Preschool front hall door has been closed, one member of staff will check the toilets and hall to ensure all children are outside. They will then shut the toilet door and any other doors (cupboards). The staff member will then inform all staff they are happy, and the front door can be closed and locked.
 - Another two members of staff will count the children before they leave the premises main entrance.
 - A member of staff will count the children as they leave the premises main entrance.
- Before going out the staff will ensure the children wash their hands, they will be assigned a walking friend to hold hands with and will stay with that friend for the whole time we are out.
- Children will be counted at regular intervals throughout the daily outing.

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- When returning to Preschool, the following procedure will take place:
 - A staff member will blow their whistle to get the children's attention, the children will then be told to line up in their partners by the staff member who has blown the whistle.
 - Once the children are with their partner and in their line, two members of staff will count the children and the register will be taken to ensure all children are accounted for.
 - Once the member of staff in charge of the outing is happy that everyone has been accounted for, then the children will set off back to the Preschool.
 - Once we return to Preschool all children will line up and wash their hands.
- A member of staff will be situated at the front and back of the line of children, the other staff members will be placed throughout the line of children to ensure they are safe at all times.
- All children and staff will wear a High Visibility jacket for the duration of the outing, which may only be removed when back at Preschool. The children have a High Visibility jacket assigned with their name on which is to be kept in their own drawer, they must only wear their own jacket.
- In the event of a child being lost, the missing child procedure will be initiated.
- Any incidents and accidents will be recorded in writing and reported to the Preschool lead, the Business Manager, the Chairperson and where necessary the parents.

Linked Policies

Our outings policy links directly with the following other policies within our setting:

- Accident and incident policy
- First aid policy
- GDPR policy
- Missing child policy
- Privacy policy
- Staffing and employment policy

This policy was agreed by the Trull Saplings Preschool Committee in January 2025 and will be reviewed in January 2026

Rhys Davies

Chair

For and on behalf of Trull Saplings Preschool