



## Ladybirds Outings & Visits Policy (Revised 6<sup>th</sup> November 2024)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Ladybirds Preschool we as part of the curriculum planning and topic work, we occasionally will want to take children off the premises, walking locally and sometimes further afield, travelling in parents', staff vehicles or on public transport.

### Procedures

Staffing levels and organisation

- There will always be the correct ratio of staff to children (set by Ofsted). Qualified staff are responsible if parents or volunteers make up part of the contingent.
- Outings will only take place if ratios can be maintained on external outings at all times.
- Children will walk in twos with the adult on the kerb side if near a road
- Ladybirds Preschool Hi Visibility tabards will be worn by all children
- Great care will be taken crossing any roads with an adult(s) holding up the traffic until all children have safely crossed
- Any accompanying adults will be briefed as to their role and what is expected of them.
- Parents who do not wish their child to attend on external trips have the option to swap their session (funded children offered first choice) to another day or to receive a refund (if they currently pay) for that session.
- All children will be offered the opportunity to attend the trips, if it falls on a day they are not currently booked in for. However, they will need to have their parent/carer to attend with them and always supervise them.

### Plan of activities

- A plan to show how the outing fits into the overall curriculum will be used to prepare the children beforehand and follow-up activities will take place

As part of the EYFS, we occasionally want to take children off the premises, walking locally and sometimes further afield, travelling in parents' and/or staff vehicles.

### Risk assessment

- Before taking the children on any outing, a member of staff or committee will visit the venue and carry out a risk assessment for the journey and location

Parents and staff will be expected to have the correct relevant car insurance (a copy of this will be required), they will also be expected to ensure that their car safety criteria is up to date.

### Parental permission

- A consent form will be completed by parents/carers
- Parents/carers may be asked to provide suitable clothing for the day depending upon the weather, e.g. Wellies, Raincoat, and apply sun protection cream if appropriate

### Emergency procedures

- Contact telephone numbers for parents will be taken
- A fully charged mobile phone will be carried at all times by the manager or Senior Childcare Practitioners. This number will also be left with staff at the Preschool
- If an accident requiring hospital treatment occurs to a child, a member of staff will travel with the appropriate parent/carer to the hospital
- If the parent/carer is not present, a member of staff will meet them at the hospital

The person in charge of the visit should have:

- Name, address, telephone number of the destination
- List of all the names of children and adults and contact numbers
- Appropriate mobile First Aid kit, any necessary medication, accident book, selection of children's spare clothes, plastic bags and Preschool summer hats (weather-dependent)

### Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Safeguarding & Child Protection*
- *Confidentiality and Client Access Policy*
- *Photograph and Video Policy*
- *Equality and Diversity Policy*

- *Confidentiality Policy*
- *Data Protection Policy*
- *Sen/Inclusion Policy*
- *Information Sharing Policy*
- *Children's Rights & Entitlement Policy*
- *Employment & Staffing Policy*
- *Parent Involvement*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2024**

**Review Date: November 2026**

**This policy was adopted by the committee on 18/11/2024**

**Signed: Jean de Garis** \_\_\_\_\_

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

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