



Outings and Trips Policy

2024-2025

Local Outings

Enchanted Wood Preschool likes to take children on outings into the local community for example to the library or local park but will always seek parental permission before taking a child off the preschool site. We feel that there are many learning opportunities provided by such outings for example developing physical skills as well as communication and language and understanding the world including road safety.

During outings a ratio of one adult to two children will usually apply. All venues will be risk assessed before any outing take place. At least two first aiders will be present on all outings and a first aid kit, and a preschool mobile phone will always be carried. Any medication which may be required by staff or children during the trip will also be taken along with a first aid bag.

The staff will ensure that the children are always dressed appropriately for the weather (sun cream if going in the pm session for full day children, hats, rain covers, warm clothing). Staff will use buggies for younger children and hold hands when walking with older children. The children will be closely supervised throughout the outing.

The Manager will be informed of the number of children going on the outing and the time the group is expected back. Any problems during the outing should be communicated immediately to the Manager using the mobile phone provided.

Excursions by Coach/ Train

Prior to a visit to a Farm/Zoo the Manager will ensure that the venue complies with all Health & Safety Regulations under current law and will carry out a full risk assessment to ensure the safety of both children and staff. All staff and helpers must read and understand the risk assessment and any health and safety information provided by the venue or local authority.

Coaches are booked in advance from a reputable company who are notified of the venue, parking arrangements, group size and the age of the children. We ask for confirmation that the coaches will be provided with seat belts that are suitable for young children.

A register will be kept of all children, staff and helpers on the trip. The register will be taken before leaving the preschool and again before leaving the destination to make sure that everyone is present.

Each member of staff and helper will have the responsibility of two children for the duration of the trip. During the excursion children, staff and volunteers walk around in small groups to support each other as needed.

The preschool lead will always carry a mobile phone so that they can contact the preschool and be contacted by the preschool in case of an emergency (breakdown, accidents etc) and to access children's personal details.

Qualified first aiders will be present on the outing and a full first aid kit will be taken by management staff to the destination. We will also make sure that we are well equipped with the following: spare clothes, plastic bags, potties, nappies and nappy changing equipment, travel sickness bucket, medication required during the trip, buggies, drinks, packed lunches

Parental help is always welcomed on outings.