

## Pathways Educational Visits Policy

### **Statement**

Children benefit from being taken outside of the premises on visits to trips to the local parks, or other suitable venues, or activities which will enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and any volunteers are aware of and follow procedures as laid out below

On booking children in at Pathways there is a consent form for taking children off site and a transportation form, these must be signed by the parent/carer. By signing these and speaking to parents during their induction process we give parents/carers the opportunity to inform us about their decision.

Local trips can take place during anytime of the year, this can be due to the topic or theme being covered, weather or planned activities.

Trips out by coach, mini bus or car will be organised and parents will be informed about the routine of the day.

### **Procedure**

- All off site activity has a clearly identified purpose with specific learning and development outcomes.
- Staff ratios are kept correct.
- A First Aider and first aid kit is taken on all trips, along with any medication that is required.
- Contact numbers for all children and staff are taken, as well as an accident forms and a copy of our missing child policy.
- We assess the risks for each venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- All staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are available for parents to see.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- We ensure that all children on the trip are well supervised, that no child goes astray and that there is no unauthorised access to the children.
- Staff frequently count the children and ensure hands are held when on the street and crossing the road
- We use our walkodile for the safety of the children, they are all individual, safely and securely strapped to this.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adult to child ratio.

- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for. We apply sun cream to children as needed and ensure that are dressed appropriately for the type of outing and weather conditions.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- If a parent wishes their child not to attend then they would be looked after at the nursery with other staff if possible.
- We ask all parents to check their contact numbers on a regular basis in case of emergencies.

Pathways also have policies on:

- Lost Child on an Outing
- Extra Child
- Adult accident on an outing
- Child accident on an outing