A black and white logo with birds on a branch

Description automatically generated **Procedures for Outings and Visits Last Updated January 25**

Our Outings and Visits Policy focuses on guidance regulated by the EYFS and maintains an environment that promotes learning and exploration.

**1. Risk Assessment**

* **Before the outing**: A thorough risk assessment will be conducted for every outing or visit. This assessment will evaluate potential hazards, such as traffic, unfamiliar environments, and weather conditions.
* **Consideration**: The risk assessment will cover both the venue (e.g., park, library) and the transport method (e.g., walking, bus).
* **Control Measures**: We will Identify and implement control measures to minimise risks, such as ensuring staff-to-child ratios are met and children are dressed appropriately for the activity.

**2. Parental Consent**

* **Written consent**: Consent is obtained by parents or carers ticking the ‘Ask permission (before we do any of the following) box’ on My Montessori Child (MMC) for your child to attend trips. We will also inform you well in advance if we plan an outing.
* We will always give you the opportunity for your child to opt out.
* **Information for parents**: Parents will be informed of the outing details, including the supervision arrangements and the contact details of the staff members responsible.

**3. Supervision and Staffing**

* **Staff-to-child ratio**: The recommended staff-to-child ratios should be adhered to for outings:
  + **Under 3 years old**: 1 adult for every 3 children.
  + **3 years old and over**: 1 adult for every 4 children.
* **Additional staff or volunteers**: If necessary, additional staff or responsible adult volunteers may be involved to ensure appropriate supervision.
* **Staff training**: Staff members will be trained in first aid and emergency procedures, and at least one staff member will carry a first aid kit on all outings.

**4. Transportation**

* **Safe transport**: We will ensure that transport arrangements are safe.
* **Head count**: A head count will be conducted before, during, and after the journey to ensure all children are accounted for.
* **Clear communication**. When appropriate, we will check with transport providers to confirm details of the journey and safety protocols.

**5. First Aid and Emergency Procedures**

* **First aid kit**: A first aid kit will be taken on every outing, and staff will be trained in its use.
* **Emergency contacts**: Staff will have access to emergency contact details for each child, including parents, carers, and emergency services.
* **Procedure for accidents or incidents**: We will establish in our Risk Assessment prior to the trip clear procedures for managing accidents, illnesses, or other emergencies. This will include a protocol for calling an ambulance and notifying parents.

**6. Health and Safety**

* **Health needs**: Ensure that children’s health needs, such as allergies or medical conditions, are taken into account and managed appropriately during outings.
* **Safety measures**: Children will be closely supervised, and staff should actively ensure the safety of children during the visit. For example, maintaining a safe distance from traffic or ensuring children are not at risk of harm in public spaces. One adult will lead the group, and one adult at the back at all times during the trip.

**7. Reflecting on the Outing**

* **Debriefing**: After the outing, staff will conduct a debrief to review what went well and identify any areas for improvement. This helps refine future outing procedures and ensures safety standards are continually met.
* **Feedback**: Any feedback from children (appropriate to their age) and parents about the outing is welcome. This can help to improve the planning and execution of future trips.

**8. Recording and Documentation**

* **Outing log**: A log will be kept for each outing on MMC, which includes details such as the date, venue, staff involved, children attending, and any incidents or accidents.
* **Incident reporting**: If any accidents or incidents occur during the outing, they will be reported following the preschool's accident and incident policy recorded on MMC.

**9. Inclusion and Accessibility**

* Fledglings will ensure that outings are inclusive and accessible for all children, including those with additional needs or disabilities. Adequate planning will be done to ensure children can fully participate and benefit from the outing.

By following these procedures, Fledglings can ensure that our outings and visits are safe and educational. These steps also help to build strong partnerships with parents and caregivers, ensuring transparency and trust in the setting's operations.

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