

Clwb Penmorfa  
Registration Number: W1400002698



## CLWB PENMORFA VISITS AND OUTINGS POLICY

As part of their learning and development, children at the setting undertake a range of local outings including walks and visits off the premises. Permission will be sought for your child to be included in such outings on the registration form for short trips, details of longer outings along with a full consent form are completed when necessary. Outings and visits are planned to complement and enhance the learning opportunities inside the setting environment and extend play opportunities for children.

These will be carefully planned, and the following guidelines will be followed on all outings from the setting, whatever the length or destination of the visit:

- Written permission will always be obtained from parents before taking children on long trips.
- Appropriate staffing levels for outings depending on how the safety and the individual needs of the children can be assured.
- At least one member of staff will hold a valid and current pediatric first aid certificate.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip register, together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing.

- A senior member of staff will always carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the setting uniform and identification lanyard.
- Children will be easily identified by staff when on a trip using high vis aprons.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation, if required, the group will return to setting immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called to the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the setting.
- A pre-visit checklist and risk assessment will always be carried out before the outing. We will endeavor to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing, and this will be displayed for parents to access. This plan will include details of:

- The name of the designated person in charge - the outing leader.
- The name of the place where the visit will take place.
- The estimated time of departure and arrival.
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size.
- The equipment needed for the trip i.e., first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers.
- Method of transportation and travel arrangements (including the route).

- Financial arrangements.
- Emergency procedures.
- The name of the designated first aider and the first aid provision.
- Links to the child's learning and development needs.

#### Use of vehicles for outings

- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All buses used in transporting children are reputable companies and are properly licensed, inspected and maintained.

#### Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CIW will be contacted and informed of the incident.

**Amended January 2024**

**Review Date January 2025**