

# Visits and Outings Policy V.2

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J:/StudentServices/DepartmentResources/StudentServicesPoliciesandProcedures  
/EarlyYearsCentre/VisitsandOutingsPolicy

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# Policy

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**Title: Visits and Outings**

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**From: Early Years Centre**

**Date: 20<sup>th</sup> August 2010;  
reviewed 12<sup>th</sup> June 2014**

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As part of our day we occasionally take the children out of the setting on local walks to the shops, library, park or duck pond.

We do from time to time have more planned trips out, which parents will be more informed and may be invited to attend.

Before any child leaves the Centre we will ensure that:-

- Written permission is sought from the parents. Parents will need to agree to their child leaving the Centre
- Parents will be informed of the trip from and until times, place and equipment needed for the visit - i.e. coats, rucksack, packed lunch, etc.
- All outings will be a minimum of 1:2 ratio. This may include staff from the setting and parents.
- When possible a written letter informing parents of the trip; where the destination will be; why we are going; which staff will be attending; what is the estimated time of arriving back to the Centre; equipment the child may need while out on the trip, e.g: Wellington boots, raincoat, sun hat etc, who the first aider will be; and an invitation for a parent to attend.
- A full risk assessment of the trip will be carried out before each outing.
- An outing form will be completed and signed by the Manager or person in charge (if they are absent) before the trip can go ahead.
- The member of staff organising the trip will ensure on the trip they will take:-
  1. the register of children and staff
  2. a first aid box
  3. spare clothes
  4. tissues and wipes
  5. a mobile phone
  6. Cardex with emergency contact numbers
  7. medication such as inhalers
- All staff who are attending the trip will be allocated certain children to be responsible for the duration of the trip.
- The register will be taken and attendance will be taken before leaving the Centre, while on the trip, before departure and again on arrival back at the Centre.