

Policy Name	Outings & Mini Explorers
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

In order to extend the children's understanding of their locality we regularly organise outings from Pre-school.

Aim

To keep the children safe while they are on outings.

Method

- Prior to each specific outing, whether for the whole Pre-school or for small groups of children, a full risk assessment is carried out by a member of staff.
- Based on this assessment, we decide about appropriate staff /adult child ratios.
- We advise parents in writing about the nature of the trip and request their written permission for their child to take part in the trip.
- All relevant safety requirements are complied with (transport, seat belts etc.)
- Essential written records are taken on all trips (contact names and numbers etc) and all necessary equipment for the trip. A First Aid Kit and mobile phone are also taken on all trips.
- Children are required to wear appropriate clothing and footwear according to the weather conditions i.e. wellies or sunhats, and sunscreen is applied prior to departure by parents and later in the day by appropriate staff and adults.
- Any staff or parent expenses incurred during the trip, which has not been agreed prior to the trip, will not be reimbursed.
- A copy of **Lost Child Policy** is also taken

Mini Explorers Club

- Pre-school runs a Mini Explorers Club. This occurs during a morning session for children to attend who are in their last year before they are due to transfer to Primary School.
- Mini Explorers is held in the forest school area of Hagbourne Primary School.
- The day of Mini Explorers will be decided at the beginning of term depending on the number of families who wish to take part and the availability of the forest school area within Hagbourne Primary School.
- Staff members will be responsible when taking the children out and where possible will be accompanied by a voluntary helper if available.
- One member of staff, usually the Manager or Deputy Manager, will be responsible for allocating duties to the staff members and voluntary helpers.
- Risk assessments will be carried out to ensure that the children are safe on each outing and lesson plans drawn up to coincide with specific topics or areas that are currently being covered by the pre-school.
- Staff will be equipped with all the necessary information and items needed for each session as also referred to above and in the personal care policy.
- There is a voluntary contribution for mini explorers, details can be found in our fees and funding policy.

Managing Medicine on Outings

- If children going on outings, need medication whilst away from the setting then the staff accompanying them must be fully informed of children's needs
- The medication for that child will be taken, along with any information needed to administer and record it
- See also **Administration of Medicines Policy**



This policy was reviewed and updated (where required) on ___17th of January 2024_____ (date)

Reviewed/updated by _____ Sophie Garland _____ (Chairperson)

Reviewed/Updated by _____ Sheila Bayliss _____ (Manager)