



Title	Outing within the Grounds of Linton Village College
Code	LGPGCWSCOGLVC
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Version	1
To be renewed on	OCT 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy Statement.

There is a requirement for children to leave the playgroup building “the portacabin”, whilst remaining in the grounds of Linton Village College. The children may be visiting the garden, memorial garden or college building itself. This procedure is separate to the “outings” procedure.

Procedure.

Before any outing the following must be done:

A risk assessment must be carried out and any advice noted. The risk assessment must be reviewed as required, at least annually.

Risk assessments must be in place for travelling to and from the garden, memorial garden and evacuation route and returning to toilet children.

Procedure for taking children out of building (non emergency)

Children should be asked if they need to use toilet before leaving the building. Children should be dressed in seasonally appropriate clothing.

The lead and/or deputy must remain outside in a supervisory capacity with the main group at all times.

Children that require additional support ie known “runners” or new starters must remain under very close supervision by practitioners

1. **The lead practitioner** should ask the children to line up on the silver line and must conduct a head count before opening the emergency exit door. **The lead** must wear the bum bag containing the keys and mobile phone (charged, with credit and essential telephone numbers).
2. **The deputy** must collect the trolley and ensure it contains the register and first aid box.

3. **The deputy** must conduct a search of the toilet area and cloakroom.
4. **The lead practitioner** should lead the children to a point outside to allow everyone to leave the building safely.
5. **The deputy** must re-check the toilet and cloakroom for stragglers and must be last person out. S/he must wait by the emergency exit until head count has been completed.
6. **All practitioners** must take responsibility for helping children hold onto the donut train or hold children's hands.
7. **The leader** must conduct another head count.
8. When **both** are satisfied all children are present, the deputy may close the door. A practitioner must walk at the back of the donut train.
9. On arrival at the garden the children must remain on the donuts/holding a practitioner's hand until the gate has been secured. On arrival at the field the children must remain on the donuts train/holding a practitioner's hand until "boundaries of play" have been made clear to all practitioners/adults present and explained to the children and practitioners/adults deployed by **the lead practitioner**.
10. A final head count must be carried out by **the lead practitioner**.

Toilet run

If a child requires the toilet, the following procedure must happen

1. **The practitioner the child has spoken to must inform the lead. The leader** will then check whether the ratio will be compromised by releasing a practitioner and whether First Aiders are suitably deployed.
2. If a satisfactory ratio can be maintained a CRB cleared practitioner will be released to accompany a child back to the toilet, preferably in the company of another child.
3. The practitioner, whenever possible should remain outside the toilet area and a close contact record completed.
4. The child(ren) and practitioner must return directly to the rest of the group and tell the leader that they have returned.
5. Where it is apparent that child's needs require a greater level of assistance, (ie very intimate care) and it is not possible to release 2 practitioners, all children and practitioners and any other adults should return to the building as promptly as possible.

On return

1. Before leaving the garden or other area **the lead and practitioners** must get all children back onto the donut train or holding hands with a practitioner
2. A head count must be conducted by the **lead practitioner**
3. A practitioner must walk at the back of the train
4. On arrival back at the setting, a practitioner must go ahead to open the emergency exit door. The children must remain on the donut train or holding hands with a practitioner until the door has been opened
5. On returning to the building the children must be counted back into the building.
6. If the children have changed foot wear, they must be helped to put shoes back on when entering the building.
7. The trolley must be returned to the fire exit door.

Training

For the purposes of training and maintenance of procedures, the lead practitioner and deputy may swap roles.

Other practitioners may be asked to complete the function of the deputy.

This procedure should be reviewed termly and discussed with all staff to ensure that the procedure reflects realistic practice and practice upholds the procedure.

Any amendments should be made as necessary and shared with the committee officers.

Contingency

In the event of the absence or unavailability of the lead practitioner or deputy another practitioner may assume or be asked to assume these roles. Other adult helpers may act in the role of practitioner when holding children's hands under the supervision of other practitioners. Other adult helpers must never be given the duty of carrying out a toilet run, but may accompany a practitioner if it is their own child.

Other Procedures

Supervision of children on outings and visits (not LVC).

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	2 nd July 2009	
Date to be reviewed	Oct 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Ann King	Vanessa Webb
Role of signatory	Chair	Secretary