

Linton Granta Playgroup Outings procedure

It is Linton Granta Playgroup intention to use the local environment to enrich the learning opportunities we offer our children by taking them on regular excursions on foot in smaller groups and as a whole group in our village. Trips may also be planned for further afield using approved sources of transport. Prior to any such activities, the following guidance must be upheld. This is in accordance to Standard 2: Organisation. We acknowledge that it is impossible to remove all risk from any activity and this policy serves only to reduce potential risk.

Before any outing the following must be done:

1. A risk assessment must be carried out by the supervising practitioner and any advice, literature or maps attached.
2. A written notice of the planned activity, stating date and approximate timing and any equipment needed, must be sent to the committee and children's parents and parental consent must be requested and obtained.
3. Additional support from appropriate adults over the age of 18 may be recruited to ensure an adult to child ratio of 1:2.

If any of these points are not met it may be necessary to cancel the outing at short notice.

In preparation for an outing on foot, within "the village"

4. At least two members of staff must accompany the children, one of whom must be the supervisor or a deputy. The ratio of practitioners to children must **never** exceed 1:6
 - o a small group of six children going to the bakers would require 2 practitioners (one of whom was a supervisor or deputy) and one volunteer
 - o a group of twenty children going to the park would require at least 4 practitioners (one of whom was a supervisor or deputy) and six other adult volunteers.
 - o It may be appropriate an individual child has the support of one practitioner to meet his/her specific needs and this should be identified on the risk assessment form.
5. The supervisor or deputy must check the contents of the outings bag and ensure the following items are included:
 - List of all children and adults participating
 - The risk assessment sheet
 - A laminated copy of the outing procedure
 - Charged mobile phone and setting phone number
 - A laminated copy of the Lost Child Procedure
 - First Aid Kit including drinking water
6. The supervisor or deputy should have regard for weather conditions and make necessary allowances, and if in doubt decide to postpone the trip.
7. The supervisor or deputy must allocate children to specific adults

During the trip:

8. The supervisor or deputy must sign out (and sign in on return) all children and adults participating, citing an ETA/ETR.
9. Close supervision of the children must be maintained at all times. It is not necessary to use the walking rope(s) if part of the main objective is for children to be free to stop and look at whatever interests them.

Outings requiring transport

In addition to the above steps, the following must also be observed:

- o Insurance company must be notified of proposed visit
- o Transport company must hold appropriate insurance and vehicle test and

- o maintenance records
- o Seat belts must be fitted, functioning and used
- o Extra provision must be made to allow for travel sickness, First aid and toileting requirements

In the event of an incident involving a child or adult

Small group scenario

- o If further, non-urgent assistance is required the supervisor or deputy should telephone the playgroup for back up. Accompanying practitioners should ensure the safety of the children and give comfort as necessary.
- o In the event of a critical incident including a missing child the emergency services should be contacted in the first instance.
- o First Aid will be given as needed and recorded on return to playgroup in the Accidents Book
- o A report will be written and attached to risk assessment and filed in incidents folder.
- o If required OfSTED and RIDDOR will be notified.

Large group scenario

- o If further, non-urgent assistance is required the supervisor or deputy and a practitioner should accompany the child ahead of the main group back to playgroup. Accompanying practitioners should ensure the safety of the remaining children, giving comfort as necessary and return to playgroup by the quickest safe route.
- o In the event of a critical incident including a missing child the emergency services should be contacted in the first instance.
- o First Aid will be given as needed and recorded on return to playgroup in the Accidents Book
- o A report will be written and attached to risk assessment and filed in incidents folder.
- o If required OfSTED and RIDDOR will be notified.

Related procedures and documents:

Lost Child Policy
Critical Incident policy

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date) 04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc..)

To be reviewed on (date) By Dec 08