



# Outings Policy

**This policy was adopted at a meeting of:**

*East Craigs Playgroup*

Academic Year 2022/23

Signed: Caroline Wilkinson

Designation: Manager

## **1. Statement of Purpose**

We recognise the added value that outings bring to the curriculum and the child's learning and development. The local environment of The Gyle Park offers a wide variety of learning experiences for children – we will use a cordoned area, walk in the park, use the playpark or the basketball court. Children should always have an opportunity to learn about the outing beforehand, discuss it afterwards and develop any learning and play ideas it has generated.

Throughout this guidance the term '*parents*' is used to include all main caregivers.

## **2. Equality of Opportunity**

As an ELC setting we aim to be inclusive at all times. We will ensure that all children have the opportunity to access outings equally. Where a child has physical or learning difficulties, we will ensure extra staff/helpers are allocated and that any additional support required, such as a wheelchair, are made available to allow the child to participate. Should a member of staff have a physical impairment which in some way restricts their movement, we will endeavour to ensure that support is put in place to allow them to participate in outings as fully as possible.

## **Risk Assessment**

### **3.1**

Staff must seek permission from management for all outings. The Gyle Park which is visited regularly by staff and children will have written risk assessments drawn up and kept on file. This will be updated before each outing.

### **3.2**

Staff planning the outing, in conjunction with management, will consider the risk assessment to ensure that the benefits to children of participating in the outing outweigh any identified risks. Strategies to minimise any risks should be recorded on the risk assessment (see Appendix 1 – Risk Assessment). One copy of the risk assessment should be taken on the outing by staff and a second should remain in the setting. All adults accompanying the outing should be familiar with the risk assessment before setting out.

### **3.3**

We acknowledge that daily life cannot be without risk, for example dogs, but that these hazards can be minimised by careful planning and alert adults. Being aware of risk and learning how to cope with it is a valuable life skill for children and part of the learning experience of an outing.

## **3. Prevention of Spread of Infection**

In order to minimise the spread of infection the ELC setting will follow standard infection control precautions (SICPs) as recommended by the NHS under their infection control policy [Infection Prevention and Control in Childcare Settings](#) (Health Protection Scotland, May 2018).

## **Adult/Child Ratios**

### **5.1**

Staff ratios of 4 children per staff member applies outside if out with our cordoned area. Children with physical or learning difficulties may require one to one support. Consideration should be given to the type of activity to be engaged in when calculating ratios and this should be included in the risk assessment.

### **5.3**

There should always be sufficient staff on outings to allow one to take a child to the toilet or accompany a child to hospital if the need arises, while still leaving another member of staff in charge of the outing. It is staff responsibility to continually check that all children allocated to them are present.

## **4. Parental Permissions**

### **6.1**

When a parent enrolls their child in the setting, their permission will be sought to allow the child to go on outings of a local nature in The Gyle Park. This signed permission will be kept within the child's registration form and will allow ease of movement.

### **6.2**

The permission form will request the child's medical information, including any medication needed on the outing, and details of emergency contacts. A copy of the signed form will be taken on the outing by the responsible member of staff and another held in the ELC setting. It is the parent's responsibility to ensure that all medical information and emergency contacts are kept up to date at all times.

## **5. Outings Checklist**

The following should be taken by staff on every outing:

- List of participants, including helpers and staff \*
- Travel First Aid Kit (wipes/plasters/disposable gloves/sterile water)
- A copy of the relevant risk assessment \*
- A copy of each child's parental permission containing medical information and emergency contacts \*
- Any relevant medication likely to be needed during the outing
- An Accident Book
- A fully charged mobile phone

\* Copies of these documents should also be held in the setting.

## **Monitoring of this Policy**

It will be the responsibility of Caroline Wilkinson (*Manager*) to ensure that all staff, including new or temporary staff, are familiar with this policy, and to monitor that it is being implemented. This will be achieved through both formal and informal observation of staff practice and regular review of all relevant outings paperwork by management to ensure this guidance is being adhered to.

**Appendices:**

Appendix 1 - Outings Risk Assessment Form

Appendix 2 - Parental Permission Form

**See also:**

Child Protection Policy

Health and Safety Policy

Administration of Medication Policy

Participation Policy

Curriculum Policy

Equal Opportunities Policy

Infection Control Policy

GDPR and Confidentiality Policy

Curriculum Policy

**PARENTAL PERMISSION FORM**

Appendix 2

*(Staff should complete this section)*

**Name of group**

.....

**Full name of child**

.....

**Nature of outing**

.....

**Date** .....

**Venue**

.....

**Person responsible for outing**

.....

Time of departure ..... Expected time of return .....

**Please send the following with your child (food, rainwear etc)**

.....

**MEDICAL INFORMATION**

*(Parent/guardian should complete this section)*

1. Does your child suffer from any conditions requiring medical treatment including medication? If yes, please give brief details:

.....

.....

2. To the best of your knowledge has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? If yes, please give brief details:

.....

.....

3. Is your child allergic to any medication? If yes, please specify

.....

4. Has your child received a tetanus injection? YES/NO

5. Does your child have any special dietary requirements? If yes, please specify

.....

*I undertake to inform the ELC setting of any change in the medical circumstances between the date signed and the commencement of visit.*

**Name, address and telephone number of family doctor**

.....

.....

I agree to my child receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I agree for my child to travel in the vehicle provided on the understanding that both the vehicle and the driver are fully insured, that the vehicle is roadworthy, and that my child uses the appropriate child restraints (seatbelt/car seat) fitted in the vehicle.

**Address**

.....

.....

**Contact telephone number/s for day of outing**

.....

**I give permission for..... (full name of child) to join the outing to (insert outing destination below)**

.....

**Name of parent/guardian (Please print)**

.....

**Signature of parent/guardian .....**

**Date .....**