

Outings and Visits Policy and Procedure Forest Kindergarten Sevenoaks

Signed:	Date: May 2017
To be reviewed May 2018	

We value the diversity of our setting but on occasion may choose to enhance this with visits to other areas. For instance lambing in Spring time.

- All children to have signed a parental consent form on enrolment, before being taken on short outings such as to the local shops, local woodland, or farm.
- A specific consent form to be signed by parents for a day outing.
- A risk assessment will be carried out to identify any potential hazards prior to each trip, including an assessment of the adult to child ratios necessary for the trip and any medical needs of the children taking part in the visit.
- There will be a minimum of normal staffing ratios (1:8) maintained on outings, and if necessary, higher ratios than usual.
- Each staff member will be allocated to a small group of children that they are responsible for during the entire trip.
- Parents may be asked to accompany to help ratios (taking responsibility for only their own child). But will never be left alone with a group.
- All staff on the trip will follow our accident/ missing child procedure in event of an emergency, and will bring at least one charged mobile telephone, with emergency contact details for the children, and a first aid kit.
- Equipment and supplies necessary for each outing to be brought, including medication needed by a child and an accident record, and possibly snack, drinking water, spare clothes and wipes.
- A record will be kept of the date, time and venue of outing, method of transport, the risk assessment, time of return and the names of all children going on the outing, along with the names of staff.
- A record will be taken of all visitors to the site, including name, organisation, address, contact number, and time and date of visit.
- Any visitors to the site will be supervised at all times by a member of staff.