**Mucky Pups Pre-School**

**Trips and outings policy**

**Aim**

*The aim of this policy is to ensure that all staff, volunteers, parents and children can take part in trips and outings both local and further afield as part of their learning and development safely.*

*At Mucky Pups we aim undertake a range of local outings including walks around the local area, to the park, to the library, to local shops and visits off the premises.*

*Outings and visits are planned to complement and enhance the learning opportunities and extend play opportunities for children. Each time permission will be sought for each child before they are included in such outings.*

These will be carefully planned and the following guidelines will be followed on all outings from Mucky Pups, whatever the length or destination of the visit:

* Signed permission will always be obtained from parents before taking children on trips.
* A senior member of staff will carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing.
* A pre-visit checklist and risk assessment will be carried out before the trip/outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
* Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured.
* A completed trip registers together with all parent and staff contact numbers will be taken on all outings. (Unless a member of staff is to remain in the setting then they may be contacted for any contact numbers)
* At least one member of staff will hold a valid and current paediatric first aid certificate.
* A fully stocked first aid box will be taken on all outings along with any special medication or equipment required.
* Regular headcounts will be carried out throughout the trip/outing.
* All staff will be easily recognisable by other members of the group; they will all wear Mucky Pups uniform.
* In the event of an accident, staff will assess the situation, if required, the group will return to Mucky Pups immediately and parents will be contacted to collect their child.
* In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the setting.

A full risk assessment and outing plan will be carried out for each outing and this will be displayed for parents to access. This plan will include details of:

* The name of the designated person in charge - the outing leader (usually the manager or deputy)
* The name of the place where the visit will take place
* The estimated time of departure and arrival
* The number of children, age range of children, the ratio of staff to children, and the group size
* The equipment needed for the trip i.e. first aid kit, mobile phone, coats, rucksack, packed lunch etc.
* Contact numbers
* Method of transportation and travel arrangements
* Financial arrangements
* Emergency procedures
* The name of the designated first aider and the first aid provision

**Use of vehicles for outings**

* All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from Mucky Pups.
* The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children.
* All vehicles used in transporting children are properly licensed, inspected and maintained.
* All vehicles used are fitted to the supplier’s instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
* When we use a mini bus, we will check that the driver is over 21 years of age and holds a P.V.C. driving license. This entitles the driver to transport up to 16 passengers
* When children are being transported, ratios will be maintained.

If a vehicle is used for outings the following procedures will be followed:

* Ensure seat belts, child seats/booster seats are used.
* Ensure the maximum seating is not exceeded.
* All children will be accompanied by a registered member of staff.
* No child will be left in a vehicle unattended.
* Extra care will be taken when getting into or out of a vehicle.

In the event of a child being lost, the Lost Child Procedure will be followed: Any incidents or accidents will be recorded in writing.

Date policy adopted on:2nd September 2022 Date for review: 2nd September 2023

Signed: Position: Manager