

# Rainbow Early Years

## Trips out / Environment walks policy

### Statement of intent

It is our intention to maintain the safety of all our children when on trips out of Rainbow Early Years (REY) pre-school environments.

### Aim

We aim to ensure that all children who take part in a trip out stay safe.

### Methods

In order to achieve this aim, we operate the following trips policy.

#### Before the trip

- Trips out or walks in the local environment of REY only happen if they are of educational benefit, and the same experience can not be repeated in the pre-school environments.
- A member of staff will take responsibility to book the venue and ensure that the venue is aware of our needs and the needs of the children.
- At the same time a decision will be made by the responsible member of staff as to how everyone will get to the venue.
- If coaches are required they must be booked and confirmed at the earliest possible time. Insurance details will be checked.
- A letter informing parents/carers must be written. This will contain all the relevant details and will include date, time, place, cost, method of transport and if additional adult help is needed. A return slip is to be included at the bottom of the letter for parents to complete and return to REY.
- The letter will be circulated to parents/carers as soon as practically possible prior to the trip.

- When using a hired mini-bus the staff member must have the appropriate driving licence and proficiency. Insurance details and driving licences will be checked by the manager and Office Administrator.
- Accurate records need to be kept of all return slips both positive and negative.
- One week prior to the trip the responsible member of staff will total up the numbers of children and adults going, ensuring that there is a minimum of 1 adult for every 2 children attending.
- At the same time late replies need to be followed up.

### **On the day of the trip**

- All members of staff attending the trip need to assemble at REY at least 15 minutes prior to the children assembling.
- All children who do not have a parent/carer attending the trip with them must have an adult allocated to them and the child informed before they leave, following our policy of 1 Adult : 2 children.
- Once everybody is on the coach, the Manager /Assistant Manager or allocated staff member, will complete a register of people attending and do a head count of both children and adults.
- The staff will then ensure that every child has their seatbelt on, only then can the driver be informed that we are ready to leave.
- On arrival at the venue the responsible member of staff should report to the relevant person and inform them how many children are in the party.
- At this time any specific instructions regarding health and safety matters should be received and passed on to all adults attending.
- All adults on the trip should be briefed before they leave the coach about venue specific issues, timings, etc.
- The Leader of the outing will carry First Aid supplies and mobile phone.

### **Lost child procedure**

If a child should go missing on a trip or visit our 'lost child' procedure will immediately be put into place.

Every care is taken with the children in our care and it is hoped that this procedure will never have to be put into place. If they do, the staff will always act in a manner that will not distress the remaining children and ensure their continued care.

### **Returning to Pre-school**

- Once everyone has returned to the coach the Early Years Manager/ Assistant Manager or senior staff member will do a repeated head count and seat belt check, before informing the driver they are ready to leave.
- Once back at the pre-school site the children will be dismissed from the coach to a carer the same as if they were in the mobile when the nominated adult has arrived.

### **Additional information;**

The setting will sometimes take children for walks around the local area, go to the post office or post box. Alternatively, children may go to visit the local grocery shop or pet shop when this follows the interests of the children. Many of the same procedures will take place as mentioned above to ensure children are always kept safe. Parental permission is always sought first. High visibility vests are worn by children and staff /volunteers.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: August 2017 by the Manager.

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20