

## **ST JAMES CHURCH PRESCHOOL - OUTINGS POLICY**

### **Statement of Intent**

St James' Church Preschool believes that a child's Preschool experience can be further enriched by exploring the local environment and having the opportunity to take part in an organised visit.

### **Aim**

To provide all our children with the opportunity to venture outside of the immediate Preschool building and garden, thus extending their experiences, in a safe and well-organised manner.

### **Visits within Church and grounds**

As part of a child's registration at Preschool, parents are asked to sign a consent form giving permission for their child to be accompanied into the Church, Church Hall or Church grounds next to the Preschool building. (No roads need to be crossed in order to do this.)

Children are regularly taken into the Church to practise in the few weeks leading up to their annual Nativity Play, or other 'productions'. They are also taken into the Church to look at the stained glass windows or into the Church grounds to look at trees, leaves, buildings nearby or anything relevant to their interests at that time. On these occasions, when the whole group is taken as part of a usual session, at least 3 members of staff (usually 4) accompany the children.

At times when smaller groups are taken into the Church or grounds, at least 2 staff members will accompany them with at least 2 remaining behind with the other children. Statutory staffing levels are maintained at all times.

On the occasions when all our children on role are invited - for example parties or Nativity plays - staffing levels are increased to between 8 and 11 depending on need, with parents/volunteers also helping out behind the scenes. On these occasions, parents/carers bring them directly to the Church or Hall and collect them from there.

### **Visits out of Church grounds - within walking distance - starting at Preschool**

Occasionally, we take children out of the Preschool grounds and walk them to another site eg the park. On these occasions, parents are informed well in advance and sign to give consent for their child to go.

We maintain a ratio of 1 adult to 2 children so extra staff, parents and volunteers are brought in to help. Helpers are never left alone with a child (except their own). Adults are given the names of the children for which they are responsible to ensure no child gets lost and that there is no unauthorised access to children.

On outings such as these, parents of children not attending that day are invited to bring their child

along on the understanding that their child will be their responsibility.

### **Outings where parents attend and stay with their children**

We sometimes invite all parents and children to join us for a visit to somewhere further afield or arrange an event such as the Big Toddle in the local park. On these occasions, parents are responsible for transporting their own children and are responsible for them throughout the day. If a child's parent cannot attend, they can send a friend, childminder or relative to be responsible for their child as long as they inform us. If a parent cannot attend and they do not wish to send a relative, friend or childminder in their place, staff will take responsibility for that child during the session only if the child normally attends Preschool for that session.

In the case of a parent who doesn't drive and where the visit is not within walking distance, they can arrange for a lift with another parent or use public transport if they so wish. Staff can not drive the child themselves as their insurance does not permit this.

These trips may occasionally be outside of normal term-time.

### **Resources taken on outings**

- Mobile phone
- Tissues
- Mini first aid pack and medications
- Wipes
- Spare pants etc
- Water and cups
- Snack
- List of children and adults
- List of emergency contact numbers (if parents not present)

Some outings will, due to the venue or the nature of the trip, incur a cost. However, as we would not wish any child to be excluded from an outing for financial reasons, Preschool will, in these cases, ask for a voluntary donation to cover the costs.

Staff visit the site beforehand to conduct a risk assessment and to ensure that they are familiar with the layout etc. A record of children arriving and leaving or Register is always kept.

### **Inclusion**

We would not want any child to be excluded from the outing due to the cost. Parents are asked for a **voluntary** contribution and are informed that they may speak in confidence to a member of staff.

This policy has been adopted by the Preschool Management Committee

Signed

Date

06.05.08 JC