



Outings Policy

Policy Statement

From time to time children will be taken on outings. These can be an important way to enhance children’s learning and development, and help them to understand the world around them. These outings will include going to the local parks, to visit the local shops, library, train station and more. In order to ensure the safety of the children, Pavilion Clubs incorporate the procedures outlined in this policy.

- Permission to take children on an outing will be obtained in writing or electronically by the parent/carer who will sign consent for local outings form.
- Parents/carers will be informed of planned outings in advance and informed of spontaneous outings as soon as possible.
- Up to date emergency contact numbers will be sought from parents/carers prior to taking the children out, these will be taken on every outing.
- A risk assessment will be carried out in advance for each outing.
- The ratio for staff to children depends on the age of the children and will be advised at the time. Children will ALWAYS wear an orange or yellow bib making it easy for staff to identify them.
- There will be a designated first aider and first aid provisions will be taken on each outing.
- Any medication that children require during the outing will be taken and staff will follow the correct procedure for administration. Any special requirements or allergies will be documented before any outing.
- A copy of the children’s names and parents/carers emergency contact details will be left onsite and a copy will be taken by the Club Manager on each outing.
- The Club Manager will take a mobile phone on each outing.
- All outings will link with the EYFS learning and development requirements for pre-school children and children in Reception classes and experiences gained from outings will be discussed with the children and extended upon.
- Should a child go missing during an outing, the Missing Child Policy and Procedures will be followed.

This policy was adopted in November 2021

This policy will be reviewed annually or as required

Last updated: 10.11.22

Signed by the Pre School committee:

Signed by Club Manager: