

01 Health and safety procedures

**01.6 Outings**

**We only intend to travel to the local area, such as to the post box and infant school grounds.**

**Planning and preparation**

* Outings have a purpose with specific learning and development outcomes, main outing we carry out is to the local post box to deliver letters to Santa.
* The excursion does not go ahead if concerns are raised about its viability at any point.
* Parents are informed of an outing and staff check that consent forms on children’s registration were signed.
* A minimum of two staff accompany children on outings. There is a ratio of 1:2 for all children, for those children with additional needs it will be 1 adult to 1 child.
* A mobile phone belonging to the setting, and small first aid kit is taken out.
* Sun cream is applied as needed and children are clothed appropriately
* Staff have emergency contacts, medication and equipment needed for children.

**Risk assessment**

* Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part.
* Children with specific needs have a separate risk assessment if necessary.

**Further guidance**

[Daily Register and Outings Record](https://portal.eyalliance.org.uk/Shop#!prod/d476ad1c-ad4e-eb11-a812-0022483f5fd3/curr/GBP) (Alliance 2021)

[Good Practice in Early Years Infection Control](https://portal.eyalliance.org.uk/Shop#!prod/43aaf2a6-7364-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2009)

[Introducing Forest School in the Early Years](https://portal.eyalliance.org.uk/Shop#!prod/f839e2ce-d3eb-ec11-bb3c-002248423e32/curr/GBP) (Alliance 2022)

[Not on my Watch!](https://portal.eyalliance.org.uk/Shop#!prod/bd26e3b2-7364-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2018)

[Preventing Accidents to Children on Farms](https://www.hse.gov.uk/pubns/indg472.htm) (Health and Safety Executive 2013)

Signed …**Vicky Oliver**………………. Position ………Manager………………………………….

Date ……4th September 2024…………………………….