

Greenbank Pre School

Risk Assessment

Trips and Outings Policy

Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923

Charity No SCO11325

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Trips and Outings Policy

Outings provide a range of learning opportunities for children within pre-school groups, and well organised outings demonstrate good practice. Outings may represent part of a group's everyday programme or they may be a special event. The former would make use of the facilities available for young children within the local area where children would be taken to venues such as the park, shops, community centre or library. The latter would represent events like a visit to a theatre or museum, which is not a part of the group's everyday programme.

Children should have a chance to learn about the outing beforehand and discuss it afterwards. The visit may fit in with the group's curriculum planning. The outing could be in response to something initiated by the children.

Relevant information will be provided to parents/ guardians regarding the outing as soon as possible after the venue has been decided. This will

include date, times, travel arrangements, dress and food required, possible activities, number of adults in attendance and cost. Venues visited will provide us with risk assessments prior to the visit. Staff will risk assess the journey to and from the venue.

Parent/guardian/carer helpers will be sought to accompany children. The adult: child ratio may vary depending on which children are going and where they are going. Adults will be provided with clear instructions on their role during the day and a copy of the risk assessment.

The group will seek permission from parents/guardians to take children on an outing. Parents/guardians will be issued with a consent form. Written consent will be obtained prior to a child going on an outing.

Parents/guardians should speak to a committee or staff member if they have queries or concerns about an outing and/or about giving their consent.

If using transport to reach a venue we use a bus company. Child restraints (seatbelts/car seats) will be checked to ensure that they are sufficient and appropriate to the age and weight of the children. In an emergency situation staff may transport a child with their parent in their car.

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During the outing there will be frequent head counts to ensure the whole group or part group where the whole group has been split up can be accounted for.

The adult to child ratio on all outings must be at least 1:5. In the case of a water based activity e.g. swimming, this must be increased to 1:1. Where there is water such as a stream or lake etc. the ratio of 1:2 applies but the risk assessment must take into account the extra caution needed by all adults.

Items to be taken by staff:

First Aid Kit

Accident and Incident Book

A list of all participants

Medical information details and contact numbers (pages 4 and 5 of this policy).

Parental Permission Form (Please print in black ink)

Name of group:

Full name of child:

Nature of Outing

Date

Venue

Person responsible for outing

Travel arrangements

Time of departure

Expected time of return

Please send the following with your child (food, rainwear etc)

To be completed by parent / guardian

I give permission for

(name of child)

To join the outing to

Medical information

1. Does your child suffer from any conditions requiring medical treatment including medication? If YES, please give brief details

2. To the best of your knowledge has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? If YES, please give brief details

3. Is your child allergic to any medication? If YES please specify

4. Has your child received a course of tetanus injections? YES/NO

5. Does your child have any special dietary requirements? If YES please specify

Declaration

I undertake to inform the teacher/manager of any change in the medical circumstances between the date signed and the commencement of visit.

I agree to my child receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I agree for my child to travel in the vehicle provided on the understanding that both the vehicle and the driver are fully insured, that the vehicle is roadworthy, and that my child uses the appropriate child restraints (seatbelt/car seat) fitted in the vehicle.

Full name of child

Address

Contact telephone number(s) for day of outing

Name of parent / guardian
Signature Date

All staff and committee members will have a working knowledge of this policy

Date of review: 30 September 2019

Name: Joan Ritchie

