**Outings and Visits**

Abacus believes that learning can be further enriched through visits outside of the school environment. Therefore, as part of the curriculum planning and topic work, we occasionally will want to take children off the premises, walking locally, to the farm or library etc. When planning and going on trips, we will ensure that we follow these procedures to maintain high level safety for the children and staff.

**Staffing levels and organisation**

* There will always be the correct ratio of staff to children (set by Ofsted). Qualified staff are responsible if parents or volunteers make up part of the contingent.
* Outings will only take place if ratios can be maintained both on the outing and in the Pre-School for children who remain. Children will walk in twos with the adult on the kerb side if near a road.
* Hi Visibility tabards will be worn by all children.
* Great care will be taken crossing any roads with an adult(s) holding up the traffic until all children have safely crossed.
* Any accompanying adults will be briefed as to their role and what is expected of them and plan of activities.
* A plan to show how the outing fits into the overall curriculum will be used to prepare the children beforehand and follow-up activities will take place.

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**Risk assessment**

* Before taking the children on any outing, a member of staff will visit the venue and carry out a risk assessment for the journey and location.
* A consent form will be completed by parents/carers.
* Parents/carers may be asked to provide suitable clothing for the day depending upon the weather, e.g. Wellies, Raincoat, and apply sun protection cream if appropriate Emergency procedures
* A fully charged mobile phone will be carried at all times by the Manager/ Deputy with the Contact telephone numbers for parents will be taken. These numbers will also be left with staff at the Pre-School.
* If an accident requiring hospital treatment occurs to a child, a member of staff will travel with the appropriate parent/carer to the hospital.
* If the parent/carer is not present, a member of staff will meet them at the hospital The person in charge of the visit should have: name, address, telephone number of the destination.
* List of all the names of children and adults and contact numbers.
* Appropriate mobile First Aid kit, any necessary medication, accident book, selection of children’s spare clothes, plastic bags and summer hats (weather-dependent) will be taken to the site.

Date reviewed: May 2019

Next Review Date: May 2020