



OUTINGS POLICY

In accordance with Standard 24 NMS (2016): Safety – children are cared for and have their needs met in safe environment

AND

Standard 22: Environment – Children are cared for in an environment that is safe, secure and suitable for their purpose.

It is the policy of Happitots and Tinytots to provide safe outings for children in our care as part of their learning experience, sharing the events with, and involving, the children's parents/carers wherever possible.

Staff will ensure trips are suitable and safe by making a prior visit, which will include a risk assessment. They will follow the Local Area plan or, for trips outside of the local area plan, will use EVOLVE to record details of the trip and seek appropriate approval.

Parents/carers will be given information on the proposed outing in advance including place to be visited, time and place of departure and return and any costs.

Parents/carers are welcome to accompany the group on visits.

Parents/carers must sign their consent for their child to participate if not also on the trip and provide emergency contact numbers.

There will be an adult/child ratio of 1:2.

Any identification worn by children on the outing will be the name of the group, NOT the child's name.

Where packed lunches are taken, no glass should be carried.

Register to be taken on departure and return.

A first aid kit will be carried.

A mobile phone will be carried in case of emergency.

Where transport is needed, the group will use a minibus or coach with a driver and with a seat (and seat belt) for each child.

Staff using their own car for playgroup purposes must be insured for business use and provide a copy of their current insurance.

We provide outings at a minimum or no cost to parents/carers.

In addition to the above procedures, guidance to adults accompanying children when visiting farms or animal parks is issued in line with the risk assessment undertaken for the

specific outing and in accordance with appendix 2 of '*Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Playgroups)*' phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/.

When visiting farms or animal parks the group will ensure the children treat the animals with respect and consideration, in the same way as they would in the group situation and will ensure that they:

- approach and handle the animals quietly and gently.
- wash hands thoroughly after any contact with the animals, particularly before eating, and before leaving the farm.
- eat only in designated areas.
- do not allow the children to kiss the animals.
- do not allow the children to suck fingers or objects which may have been in contact with the animals.
- do not allow the children to pick up any tools unless permitted to do so by farm staff.
- children to listen carefully and follow the instructions given by the adults.
- ensure the children change their footwear, as appropriate, when leaving the farm or park and ensure they wash their hands after any contact with any animal faeces on their footwear.
- ensure that pregnant women are advised of risks that can occur to them whilst visiting farms during the lambing season.

Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulation 20 and 25) and the Wales Pre-School Providers Association Policies and Procedures.

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

Review date: November 2024