



Sutton Outdoor Preschool

Outings and Visits Policy and Procedure

Reviewed October 2020

Reviewed by Elizabeth Leddy - Preschool Manager

Introduction

Sutton Outdoor Preschool is registered to Sutton Park (a 2,400 acre Nature Reserve), we have chosen to operate from a wooded area we call “base camp”, this provides a regular drop off and collection point for parents, an area to set up our toilet and change tents and a familiar, secure area for lunch and learning activities. During the session we will also access other areas within Sutton Park to extend the learning opportunities available to us. For the purpose of this policy these visits are referred to as “outings” – the children refer to them as “adventures”.

Policy

All parents are to have given their written consent, as part of the Sutton Outdoor Preschool Registration process, permitting outings within Sutton Park.

Staff are familiar with the risk assessment and for each outing consideration is given to the adult to child ratios necessary for the outing; and any medical needs of the children taking part in the visit.

All children and staff will participate in outings as a group. The manager will carry a fully-charged mobile telephone. All necessary equipment and supplies will be transported with us in the Emergency Bag carried by the lead member of staff. This includes, but is not limited to - fresh drinking water, daily register and emergency contact details for each child (and adult participant as appropriate), first aid kit, any individual child-specific medication as required, folding potty, hand sanitizer, wipes, toilet paper... bin bags for litter (for staff use), general resources for activities and learning opportunities.

Each participant will be dressed appropriately for the weather. Depending on time of day and planned duration snacks, drinks and/or lunch for each participant may also be carried with us.

All outings will be conducted on foot and will start and end at base camp. Children will be brought to and collected from the site by parents.

All outings will be led by a member of staff who is level 3 Childcare or above, at least one member of staff present will be qualified in Paediatric first aid. During all outings the adult to child ratio will follow or exceed that required by the EYFS Statutory framework.

Any visits to anywhere outside of Sutton Park will have a full and separate risk assessment specific to the visit and full written consent will be sought from parents or carers in advance. Any trips which require transport will need to take into account travel arrangements and specific risk assessments relating to this including that vehicles and drivers are adequately insured. Additional parental consent will be obtained in this instance.

Procedure

Before Leaving Basecamp -

- The lead member of staff will check that all participants are wearing appropriate clothing and footwear, (spare hats, gloves and coats may be needed depending on weather conditions), that children have visited the toilet recently and that the settings mobile phone is included with the kit.
- The lead will carry the emergency bag, the children may chose to bring the trolley.
- The group will participate in a safety chat before leaving the site.
- Children are reminded to *Stay together, Stay in Sight* and required to return to the group if any adult calls (*I can't see you*). Adults are responsible for ensuring no child goes too far ahead or falls too far

behind and that the group does not become too spread out. Children do not need to walk in formation but are encouraged to be mindful of other park users.

- The lead must understand and apply all safety procedures and be familiar with the environment and park setting.

Travelling

- A variety of factors must be considered when choosing the route including but not limited to weather, purpose of outing, time allocated for outing, time of day, seasonal effects as well as children's ideas and preferences.
- Traffic within the park is limited to a speed of 5mph, participants will be informed of extra precautions if the journey involves crossing the road or car park. When crossing a road used by traffic, the lead adult will stop the group and ensure they are all paying attention and are ready to cross. When it is safe to cross the group will cross together, staff remaining extra vigilant.
- The majority of roads within Sutton Park are closed to traffic but care should still be taken regarding bikes and horses.
- Adults will stay in communication, ensuring the group stay together and stopping as necessary to re-group or rest as required, being mindful of other park users particularly near cycle paths or bridleways.

Arriving

- The group may come to a stop at various points of the outing for various reasons including to rest, play, explore... In this case adults will conduct a visual risk assessment and remove or reduce any potential hazards. Hazards and risks will be discussed as a group as a learning opportunity.
- Adults will be aware that a new location may introduce children to new situations and potential risks and will be mindful of this. Dynamic risk assessment will be ongoing throughout the outing. Sutton Outdoor Preschool policies and procedures will apply at all times including those relating to safety and safeguarding.

Returning

- Adults (and children) to complete visual check of area before leaving to ensure all equipment has been collected and we leave no trace. On returning to base camp children will be reminded to wash hands and use the toilet if necessary.

Emergency Procedures

All adults participating in the outing must be aware of and follow Sutton Outdoor Preschool's Emergency Procedures including accident and injury, evacuation and missing child.

Severe weather conditions

Outings can take place in all weathers although the weather must be taken into account when planning activities and in severe conditions allowances must be made. In some instances, an Outing is preferable to staying at base camp as it ensures children are physically active (and therefore warm). The lead will make an assessment as to whether the outing should go ahead, be shortened or adapted.

Toilets and Handwashing

Children will be advised to use the toilet before we set off. We will carry a folding potty, hand gel and wipes. Children may choose to "wild wee". Additional handwashing facilities are located within the park.

Drinking Water

Fresh drinking water will be transported and available throughout the session.

Policy last reviewed on	Signed on behalf of the preschool	Date of next review
October 2020	E.Leddy (Elizabeth Leddy)	October 2021