



## Excursions Policy (St John's Pre-School)

At St John's Pre-School we believe that the opportunity for staff, parents, carers and children to participate in excursions adds significant value to pre-school life and enhances the first hand experiences we make available to the children. We aim to provide opportunities to explore the local environments and to link our excursions to our themes.

- \* An on site risk assessment will be carried out by staff from St John's Pre-School for each excursion undertaken.
- \* St John's Pre-School staff will also request a risk assessment from the location organisers wherever possible.
- \* In order to ensure maximum safety for the children we will request that each child is accompanied by a parent or carer.
- \* If a parent or carer is unable to attend then we will endeavour to ensure that a member of staff will accompany the child on the excursion as long as the parent can arrange suitable transport to and from the location. We aim to maintain a 1:2 (1 adult:2 children) ratio on all excursions.
- \* In cases of emergency we will ensure that we have adequate car insurance for staff to transport staff, parents, carers and children.
- \* We will ensure that we take up to date contact details, a mobile phone, also any essential records and equipment, on the excursion.
- \* Late fees will apply for any child that is not collected on time.
- \* Parents will be requested to meet the costs for their child. In cases of extreme hardship please discuss with the manager.
- \* All adults participating will adhere to our no smoking policy. If, in exceptional circumstances, the children in our care are expected to use any space that has been used previously for smoking we will ensure that there is adequate ventilation to clear the atmosphere.
- \* All parents and carers will be responsible for the child in their care and will be expected to adhere to any specific rules and regulations requested.
- \* In the event of cancelling an excursion for reasons beyond our control we will endeavour to organise an alternative date as soon as possible to enable the excursion to continue.

\* We will inform parents and carers of any relevant health and safety issues prior to the excursion taking place. We will take basic first aid kits with us and locate first aid facilities at the site. St John's Pre-School staff will be up to date with first aid training.

### **Lost Child Policy for Excursions.**

If a child becomes lost we will search the area, liaise with the on site organisers and contact the police. We will also inform Ann Turner and Cathy Price. A member of staff will stay with the main group and the remaining staff will participate in searching for the child. If the child's parent/carer is not present then they will also be contacted. Staff will maintain a calm atmosphere at all times. A full report will be made in writing and submitted to Ann Turner and Cathy Price. Ofsted will also be informed.