



Maeda Gakuen

Educational Visits Policy

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, shops, post office, or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- Parents to sign a general consent on registration for their children to be taken out as a part of the regular activities of the setting.
- This general consent details the venues used for daily activities.
- There is a risk assessment for each local venue carried out, which is reviewed before each and every visit.
- Parents are always to sign specific consent forms before major outings.
- A risk assessment is carried out before the outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is higher than usual, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.