

**Off-Site Policy**

Reviewed November 2024

**Statement of Intent**

We recognise the value of trips in broadening children’s horizons and providing them with opportunities to express themselves in different environments.

**Aims**

We will ensure the safety of all the children at all times, while away from the setting.

**Methods**

A risk assessment will be completed for each trip that is being undertaken before leaving. This will include the nature of the venue and activities. All staff will be aware of the contents of this risk assessment before leaving.

The adult ratio will be 1 adult for every 4 children. Volunteers will never be left alone while on a trip.

The daily register will be taken on all trips so that parent/carer contact information and any other relevant information for individual children is readily available.

The setting will take its own first aid kit and accident forms on all trips. Any medication needed must be labelled and taken.

The senior worker will carry the setting’s phone at all times.

The children will wear high-viz jackets that display the setting name and contact number.

In the event of a child being inappropriately approached by a stranger, the staff will inform all other staff immediately and move the children away from the situation at once making sure all the children are together. The staff will inform the site security at once, complete an incident form on the return to the setting, and inform the parent/carers.

In the event of a child being lost, the missing child policy will be followed.

Staff will let the children know what will be happening on the trip in advance so that they know what to expect. Full consideration will be given to ensuring trips are physically accessible, age-appropriate to the setting, culturally appropriate, and that activities are non-discriminatory.

Brislington Village Pre-school will obtain prior parental permission before any trip.

This policy was agreed at a meeting on 1st September 2015

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This policy should be read in conjunction with our

Missing Child policy.

Although under constant review, an overall review date has been set for **September 2025**