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| **Article 19: You have the right to… be safe**  **Article 34: You have the right to… be protected from all kinds of harm.**  **Article 35: You have the right to… be kept safe from strangers.** |

Rothesay Primary Pre 5 aims to actively participate in the local community and plans regular excursions to offer the children valuable learning experiences from their surroundings.

**Guidelines for excursions:** Before an outing, staff should make necessary preparations and confirm that enough staff members are available. A ratio of 1 adult for every 4 children aged 3-5 and 1 adult for every 3 children aged 2, and 1 adult for every 2 children aged 0-2 should be maintained, although this ratio may be adjusted based on the staff's understanding of the children's needs. Ratios in line with the Care Inspectorate guidelines will always be maintained. Staff may also need to arrange for parent volunteers or students to assist on trips; this should be done in advance, and risk should be assessed. In addition to the children, a risk-benefit assessment will be carried out and documented. The outing leader will complete an outing sheet before any planned outing. The outing bag will be prepared following the outing sheet (Appendix A).

Before leaving the building and at regular intervals throughout the outing, especially while walking to or from the destination, entering and exiting vehicles, and during times of transition, a headcount and register will be conducted. The outing leader should check the list to ensure all children are present and a head count is completed. The outing leader should not be distracted when completing a head count or register.

Upon returning from the outing, the staff should assess its success and take note of any adjustments to be made before the next outing.

**Implementation and moderation:** Rothesay Primary Pre 5 staff must familiarise themselves with this policy during their induction and adhere to its contents. The policy, which will be stored in the policy folder, will always be readily accessible to staff.

The implementation of this policy will be monitored after outings. Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

Links to National Policy:

1. My World Outdoors, Care Inspectorate, 2016.
2. Space to Grow, Scottish Government, 2017.
3. Curriculum for Excellence, Scottish Government, 2010.
4. Out to Play, Scottish Government, 2018.

Outing: Date:

Checklist: Please tick ✓ or comment:

First aider:

First aid kit:

Inhalers or medication:

Mobile Phone:

Risk Assessment:

Bag with PPE:

Water and snacks:

Ratio:

Office or Lead Practitioner informed of destination:

Staff signed out:

Anything else:

Outing leader: First aider:

**Out of the setting**

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| **Children** | **Staff** |
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