Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Outings Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. **Introduction**

It is the policy of GGCP to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children wherever possible.

2. **We do this by:**

- Involving staff and children in the choice of venue
- Completing a written risk assessment of the chosen venue and associated activities *prior* to the outing taking place (including a pre-visit as needed) *(see sample forms)*
- Providing our insurers with relevant information in a timely manner.

- Maintaining records of own vehicles and drivers used *(as appropriate)*
- Informing parents of the proposed outing by displaying information on the noticeboard and by letters containing all details and consent forms which are required to be returned at an agreed date.
- Inviting parents to participate in the outing, where appropriate, and on acceptance, agreeing their responsibilities.
- Implementing an adult/child ratio in line with the risk assessment
- Maintaining levels of staff qualifications in line with the risk assessment (minimum: in line with regulatory requirements)
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person.
- Ensuring *at least* two mobile phones (that have signal coverage and battery use throughout the outing's duration and location) are available:
    - All adults attending know the number and who is responsible as the main 'phone holder'
    - The mobile phone holds contact numbers for all adults attending and any relevant emergency contact numbers
- Maintaining a register of all attending, checking children are present at regular intervals throughout the outing as well as at the beginning and end.
- Issuing on the day, identification (including a mobile contact number) to be worn by all children.
- Operating a robust 'children who are lost or missing policy and procedure'.
- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment such as inhalers.
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers.
- Asking parents to dress their children in clothing that is suitable for the event.
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.

GGCP provides these outings at *(minimum/no cost)* to parents

3. Outings to farms or animal parks:

In addition to the above procedure, GGCP issues the following guidance to adults accompanying children when visiting farms or animal parks in line with the risk assessment undertaken for the specific outing:

- Parents and staff are advised of risks that can occur to women who are pregnant while visiting farms, particularly during the lambing season.
- GGCP ensures the children treat the animals with respect and consideration in line with our 'looking after our environment policy'
- Children are encouraged to listen carefully and follow instructions given by the adults.
- All participants wear appropriate clothing and provide a change of footwear.
- All participants approach and handle the animals quietly and gently.
- All participants wash hands thoroughly after any contact with the animals, particularly before eating, and before leaving the farm.
- All participants eat only in designated areas.
- Children are not allowed to place their faces close to or kiss the animals.
- Children are asked to keep their hands /objects away from their mouths, which may have been in contact with the animals.
- Children are not allowed to pick up any tools unless permitted to do so by farm staff
- Children change their footwear and wash their hands just before leaving the farm or park. (Particular care is taken after any contact with animal faeces.)

4. Evaluating outings:

GGCP is committed to ongoing quality assurance and improvement of our practice. We evaluate the outings we arrange and deliver by:

- Documenting children's activities within the outing in a range of ways

- Asking children's views in a range of ways (verbal and non-verbal)
- Asking parents and staff who attended the outing (verbal and non-verbal)
- Discussing findings at staff meetings, noting what went well and identifying where improvements can be made
- Developing an action plan for improvement of future outing arrangements
- Ensuring the actions are time limited, are completed, reviewed and contribute to our annual review of quality of care.