

# LITTLE SPONGES MONTESSORI

## OUTINGS POLICY

### **POLICY STATEMENT**

Outings are a significant part of a child's learning and development, providing them with opportunities to explore the natural world and understand more about their community. However, their safety on outings is of paramount importance.

### **Procedure**

We have developed the following procedures to enable the children to experience a wide variety of outings safely.

All outings are well planned. This involves a member of staff visiting the venue prior to the visit and carrying out a full risk assessment of both the journey and venue. This risk assessment is recorded and any identified hazards highlighted. Plans are then put in place to eliminate or minimise the risk to children and staff.

Staff is trained in how to supervise the children more closely during outings. The required ratio of staff to children is always enhanced for outings.

The outings do not require vehicular transport as they are in and around the local environment.

Volunteers, in the form of parents, extended family and friends are welcome to join us on the trips.

A bag which is allocated for outings, ensures that emergency situations can be dealt with effectively.

A Lost Child Policy is also in place and children will wear high visibility vests on all outings.

Regular walks are undertaken in the local area and to Greenwich Park.

Parents may be asked to cover the additional costs of the outing (e.g. entrance fees) and to provide additional clothing/footwear (if required).

### **Suitable clothing**

Parents are asked to ensure that children are equipped with named suitable outdoor clothing, depending on the weather, for example, wellington boots, waterproof coats, hats, gloves and scarfs.