



Kilcreggan Early Learning and Childcare Centre



Outings Policy



UNCRC:

Article 31: I have the right to relax, play and take part in a wide range of cultural and artistic activities

Statement of Purpose

Kilcreggan ELCC strive to engage in the wider community as much as possible and look to go on regular outings to provide the children with a rich opportunity to learn from their local environment. We want to develop confident individuals within our children who are acquiring the confidence to lead their own learning and take part in their own risk benefit assessments.

Protocol for Outings

1. Staff should prepare for an outing and ensure adequate staff numbers and volunteers are available: 1-4 ratio for 3-5 year olds. Staff should use their knowledge of children to reduce this if necessary.
2. Children should be arranged, on paper, into groups and allocated to a staff member or other responsible adult. Staff should allocate children based on needs, e.g a child who has additional support needs for example will not be with a volunteer or student. This should be done at the planning stage.
3. Alongside the children, a risk assessment should be discussed and completed to ensure staff and children are aware of any hazards and how they can reduce these from taking place.
4. A head count and register should be taken before leaving the building and should be done periodically during the outing, especially on the walk to or from the destination, with particular attention paid during times of transition.
5. On departing, all adults should ensure they have their allocated child or children. The group must remain together at this point. The person in overall charge should check the list to make sure all children are present and a head count completed.

Kilcreggan Primary ELCC

Updated Sept 2023



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6. On return to the nursery from the outing, staff should reflect on its success and take note of any changes that should be made before the next outing. Any additions should be made into the risk assessment.

Disseminating and Implementing this Policy

Kilcreggan ELCC staff will be required to read this policy on their induction and to comply with the contents therein. The policy will be kept in the policy folder and will be available for staff to refer to at all times. The implementation of the policy will be monitored after outings take place.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

Links to National Policy

My World Outdoors: Scottish Government, 2016

Space to Grow: Scottish Government, June 2017

Monitoring and Review

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.