**Accessing the community and using transports**

Being Free Being Me aims to spend as much time as possible outdoors, enjoying the natural environment whilst learning.

Our provision is located in the middle of Upper Norwood Recreation Ground. Once we have chosen a place with children to engage in activities we use physical boundaries to delimit the space children can access outdoors unless we are doing a group walk.

This also applies to our regular visits to Biggin Woods. Staff discusses every day H & S rules with children which include boundaries and the need for them.

We always use insured and approved transport to take our children into the community which meets Ofsted requirements.

If the place to be visited is new, staff must conduct a H & S check and risk assessment prior to the visit with children and parents are informed prior to any new locations for trips.

 Our risk assessment is very thorough so most regular activities we can encounter in public woodlands, parks or our indoor settings are already covered and risk assessed.

Staff ensures that while going out they have the following before leaving:

* Mobile telephones with emergency contact details for each child.
* Signed parent consent form up to date.
* First aid kit and several first aiders.
* Any relevant medical details, allergies, medication or any other special requirements.
* Risks assessment.
* Incident and accident log as well as missing child policy.
* Children personal bags with spare clothes, nappies, wipes, etc.
* Staff tablets with Tapestry software to record observations.
* Any snacks, food and individual drinking bottles.
* Transports

A daily register is completed at children’s arrival and again once children are sitting on the minibus before we leave our premises. This procedure is repeated when we leave at the end of the outdoors trip. Staff to ensure all learners are appropriately strapped

In places in which there is not assigned parking space while using the community, staff to closely monitor children getting in and out of the minibus with staff being located at the front, middle and end of the row of chidren.

|  |  |
| --- | --- |
| This policy was adopted by: Maria Souto Varela and Catia Lopes | Date: January 2020 |
| To be reviewed: January 2021 | Signed: Maria Souto Varela and Catia Lopes |