



## **Outings Procedure**

Before an outing takes place, written permission must be received from the parent/carer.

Parents/carers will be given details of the outing before the trip, including times, dates, place going to, and a mobile phone number to contact staff in an emergency.

During an outing, there must be a ratio of at least 1 adult for every 3 children. This number can be made up with parents/carers.

If hiring transport a reputable company must be used and all safety guidelines must be followed such as:

- using seat belts, child seats, booster seats, air bags
- ensuring maximum seating is not exceeded

A record of vehicles and drivers including licences and MOT certificates will be kept.

A record of children's essential information containing emergency numbers and doctor's details etc must be taken on the outing and kept confidential.

Notifying staff of procedures to be followed in the event of an emergency.

Prior to the outing a risk assessment will be carried out by visiting the venue and if walking checking for any potential risk en-route.

A first aid kit and spare clothing will be taken as a precaution.

A check that the pre-school's insurance covers the outing and any private or hired vehicles will be carried out prior to the outing.

Care will be taken to provide for children with disabilities and any cultural requirements. Parents will be consulted for advice.

Parents will be advised of appropriate clothing for their children i.e. sun hats and cream, welly boots and rain coats or to wrap up warm.

Parents will be advised how much, if any, pocket money is to be carried.

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18 .....

