**Outings Policy**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

OFSTED interpret an outing as being any occasion we leave our premises. The children do not necessarily have to return to the premises. Each type outing is separate with its own risks and so separate risk assessments will be carried out. For regular outings, a full risk assessment must be carried out before the first visit. There after risks should be considered and measures put in place. For one off outings a full risk assessment is required. The risk assessment need not be formally written down.

Adequate supervision of children must be maintained at all times. Adults attending must be made aware of their own responsibilities. A Paediatric First Aid qualified person must accompany children on a Pre-school trip.

Written parental permission must be obtained for children taking part in outings.

**Record:**

* Names of everyone going on trip – Parents and Children
* Home addresses and telephone numbers (emergency)
* Register going and coming back

Arrange time and meeting place for lunch and time for returning to coach if applicable. (

Do this on coach where everyone is together).

**Take with you:**

* Mobile phone
* Adequately equipped First Aid Box, checked before leaving.
* Towel/Ice Cream Cartons/Bags/ Bucket for Travel Sickness
* Wet Wipes/Tissues/Suntan Lotion (high factor)
* Pre-school’s number – 0759 3254049, contact as soon as reasonably possible should a serious incident or accident occur.

For trips which involve walking along a road, the ratio is one adult to 2 children (e.g., nature walks or traffic survey).