



St Peter's Pre-School Policies and Procedures  
2014

## 19. Outings

Trips out are an essential part of the children's education and we very much enjoy providing such opportunities for them. However, such activities do come with increased risk to the children. Our standard policies and expectations are maintained for away trips, but in addition to these we include a number of extra procedures and expectations.

- St Peter's Pre-School will undertake a prior visit to assess any potential risk en-route or at the venue and to familiarise staff with the location of toilets, picnic areas etc. Risk assessment is prepared using findings.
- Prior to the outing, written parental consent will be obtained.
- Seatbelts must be fitted in all vehicles that are used by the pre-school, and every child must have a suitable car seat provided by parents - Relevant insurance arrangements will be undertaken.
- We aim for the adult to child ratio to be 2 children to every adult, if this is not possible the highest ratio will always be met.
- Procedures, timetables of events and contact numbers will be made available.
- Essential records and equipment to be taken – contact details of staff, children, helpers and parents, First Aid kit, children's medication (where required), spare clothes and plastic bags, a mobile phone.
- Each child is assigned to an adult with whom they will remain at all times.

This policy was adopted at a meeting of the Pre-school held on .....(Date)

Signed on behalf of the Pre-school: ..... (Chairperson)