

## 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 on route or at the venue and to familiarise staff with the location of toilets, picnic areas etc. Risk assessment is prepared using findings.
- In some circumstances, written parental consent will be obtained. Permission to take children on local outings is sought at admission and recorded on individual entry contracts.
- 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 can be made available with prior notice from the parents/carers.
- 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. If the outing falls on a session the child normally attends then staff are responsible for them. If a child attends an outing on a day the child is not normally scheduled for then it is the parents responsibility for them during the outing if they wish to attend.

Insurance held by the Preschool is organised through the Preschool Learning Alliance.

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

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