

Outings Policy

The aim of this policy is to

- Ensure children are kept safe while on outings and staff know their responsibility towards this.
- Ensure that children's experience of outings are safe, enjoyable and purposeful
- Ensure parents are knowledgeable about their children's safety and experiences during outings

Procedures

- Outings are only undertaken when appropriate numbers of adults are available; this depends on how the safety and the individual needs of the children can be assured. A minimum of two staff will always be present. Ratios will be specifically considered as part of the outings risk assessment.
- Outings are chosen in line with children's learning e.g. visiting a farm in the spring.
- Parents / carers will always be asked in advance to sign a consent form for any outing.
- Parents /carers will be advised of the details of outing by letter and given an itinerary.
- Children will be assigned to a 'key person' for the outing to ensure their supervision.
- At least one member with current paediatric first aid training will accompany the children.
- Staff will take a travel first aid kit plus any individual medication required by the children (e.g. inhalers).
- Mobile phones are taken in case of emergency.
- A register of children and adults will be taken. This will include dietary and medical needs, emergency contact information
- Coaches will be equipped with seat belts for all passengers

Reviewed and updated 15th August 2015



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- A risk assessment will be carried out beforehand identifying any potential hazards on the journey or at the location and made available for parents to see.
- Contact arrangements will be in place in case of a late return. Staff will take the contact telephone numbers for all the parents / carers of the children on the outing.
- All insurance records for vehicles etc are kept.

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Signed: 
Charlie Wardle – Manager

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