

**OUTINGS PROCEDURE**

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**For all outings the following procedure must be followed:**

- A suitable site is found for the children ahead of when the outing is planned.
- A risk assessment of the site must be carried out and returned to the Pre-school Manager. This does not necessarily need to be in writing but is for the senior management team to judge.
- All dangers must be considered, that may occur and find solutions to minimize that risk. For example, crossing roads, getting there and back, strangers etc.
- Written permission must be obtained from all parents prior to the outing.
- Staffing ratios must be maintained at the same level as in force in the pre-school. However where possible it is recommended that additional adult supervision be encouraged to join the trip. These people could include parents, carer's, volunteers, work place students and the manager if they are supernumerary. If parents do join the group they are then responsible for their own child, which leaves the staff to concentrate on the rest of the children.
- All equipment needed for the trip, including first aid boxes etc must be organised and ready before the children are prepared to leave.
- A first aider must be among the group and a suitable first aid kit must be taken along.
- Emergency details are to be brought along for every child and adult on the trip.
- The pre-school mobile will be taken.
- If any children on the trip have any medication this must be brought along.
- A person must be identified to be the person in charge on the outing. This person has a responsibility to ensure the trip is safe and secure and everyone is accounted for.
- A head count must be taken before and at regular intervals on the outing.
- A label will be attached to the back of each child's jacket. This will have the pre-school name and telephone on it. A member of staff will always remain behind at the setting in case of any emergencies.
- Food will be supplied at the normal routine times. Drinks will be available at all times.
- Toilet facilities will be provided on a regular basis. Extra nappies, wipes, spare clothes etc will be brought on the outing.
- Transport on outings will be fully insured, drivers details will be kept on record at the setting, i.e. Mot certificate, insurance details and drivers licence. All safety seats will be used and any maximum capacity will not be exceeded. No child will be left unattended in a vehicle.
- If the group is broken up into sub groups a designated person in charge will be assigned to each group and the same responsibilities apply as the person in charge of the outing.
- Meeting points will be pre-designated and times arranged when all the parties should assemble.
- At the conclusion of the outing the person in charge is to complete a review of the outing.