



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Outings Policy

Aim

We will keep children safe on outings by ensuring they are properly supervised by a parent, carer or member of staff at all times and that the following procedures are adhered to:

- All venues will be checked out for their suitability prior to a visit and a full risk assessment carried out.
- Parents /carers will always be asked to sign a consent form for their children to take part in outings.
- We will only use suitable transport provided by a reputable company and will ensure that seatbelts are provided. Records will be checked for vehicles in which children are transported, including insurance details and drivers. Drivers using their own transport will have adequate insurance cover.
- Adult/child ratios will be at least one to two or one to one if required.
- Each adult is responsible for their allocated child/children during the outing.
- There will be at least one person present who has a current paediatric first aid certificate.
- A mobile phone will always be carried on group outings for use in an emergency.
- A register of children in attendance will be carried.
- Regular headcounts / registers will be carried out throughout the day.
- A list of contact numbers for parents and staff will be taken on the outing.
- A first aid kit will be taken, together with information about any special health requirements for the children.
- An accident book will be taken.

- Children will be asked to bring a bag containing spare clothes, drink and lunch (if required).

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: