



Reviewed February 2023

Outings Policy.

When taking children out of the setting the following procedures will be followed:

- Parents will be asked to sign a consent form for visits into the local area as part of the registration process.
- A written Risk Assessment will be made prior to the visit and agreed with the setting manager.
- The trip will be thoroughly planned and a preliminary visit by a member of staff will have been made.
- The adult: child ratio will be sufficient to ensure the safety of the children.
- For trips further afield a parent/carer's written consent will be obtained prior to the visit. Children for whom we do not have written consent will not be taken on the outing but will be supervised in the setting.
- The manager will ensure that the staff: pupil ratio for any children remaining in the setting meets the required standard.
- The group leader will take a copy of the "children's emergency contact details" with them on the outing.
- A member of staff will take a first aid kit, children's medication (inhalers etc), tissues, gloves and a bag for rubbish (in the 1st Aid Kit), a mobile phone and any other equipment appropriate to the needs of the children.
- Children will wear fluorescent vests and appropriate clothing for the weather conditions when on outings.
- Parents/carer's will be given a mobile phone contact number and an itinerary.
- Parent's who do not wish their child to attend the outing will be offered another session if it is available. Staff ratios for trips to the park/community garden are dependent on the ages and stages of the children but should never exceed to welfare requirement ratios of 1:3 for babies, 1:4 for 2 year olds and 1:8 for 3 + 4 year olds. Normal ratios for 3 and 4 year olds going to the park/community garden are at least 1:4.
- Children will be counted out and back in by 2 members of staff every time.
- Even the most local trips will follow the above procedure.

Signed: