

## **OUTINGS POLICY**

Wingle-Tye Pre School Ltd has arrangements in place for the care of children when away from the registered premises. Manager has overall responsibility to ensure children's safety on outings.

Each outing should be carefully planned and a prior visit carried out if possible. Check that different needs can be catered for – children with disabilities and cultural requirements.

Safety, staffing, costs, transport, insurance, toilet facilities, portable first aid equipment etc. must be fully discussed and be able to be implemented before proceeding.

- Sufficient and appropriate staff will be present to meet the type of activity being undertaken and to comply with staffing ratios.
- There are contingency plans in the event of an accident or inclement weather.
- We shall ensure that, when children are away from the premises, a first aid box is taken on the trip.
- If contracted drivers are used check suitability from coach firm.
- Ensure coach has seat belts etc. and ensure the maximum seating will not be exceeded.
- Procedure to be discussed in case of an emergency.

### **OUTINGS PROCEDURE**

- Send information of trip to parents with a reply slip to gain permission.
- Ask for volunteers to help. Ratio of 1 adult to 2 children must be complied with.
- Advise parent of itinerary.
- Register of children and adults to be taken on leaving the premises and returning. A list should also be left at the setting of those who have participated in the trip.
- Mobile telephone to be taken on trip together with essential records and equipment.
- Staff will have strict guidelines regarding the use of their personal mobile phones.