

## **Outings policy**

We have agreed on procedures for the safe conduct of outings.

Parents sign a general consent on registration for their children to be taken to as a part of the daily activities of the setting.

A risk assessment is carried out before an outing takes place. Our adult to child ratio is high, normally one adult to two children.

Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.

Outings are recorded in an outings record book stating:

- The date and item of outing
- The venue
- Names of staff assigned to named children
- Time of return

Staff take a mobile phone on outings, first aid box and child contact details.

The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

There would always be a member of staff present who holds a current first Aid certificate.

Please also refer to our Missing Child Policy.

September 2019

Review Date January 2021