

# Woodentops Preschool

## 21- Trips out Policy

**Aim:** To ensure childrens safety when on preschool trips.

When deciding to have an outing the following need consideration:

- Outings are only undertaken with the appropriate number of staff to child ratio, taking into consideration the needs of the children. This is to ensure the individual children's safety and welfare needs are met.
- Written permission is given by the parent/carer in the annual contract.
- First aid equipment is taken.
- Woodentops Mobile phone and staff phones are taken in case of emergency.
- Emergency medication for the specific children who are coming is taken at all times.
- Parents/carers are advised of details of the outing by newsletter, email and text.
- Woodentops has 2 high backed car seats that can be used.
- Karen, Jackie and Sue have business car insurance.
- The register of children and adults with contact numbers is taken.
- Head counts of the children are done regularly to ensure all children are present.
- The accident/incident books are taken in case of any accidents and incidents. The parent/carer will be informed on our return and asked to sign the relevant book.
- Coaches/taxi's and cars are equipped with seat belts for all passengers.
- A risk assessment will be carried out identifying any potential hazards on the journey or at the location.
- Contact arrangements are in place in case of late return.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	