

## 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 always taken.
- Parents/carers are advised of details of the outing by newsletter, email, on the family app and text.
- 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 the Famly App and the bump note will be in the bag.
- 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 adopted on	25 <sup>th</sup> March 2019
Policy reviewed	1/1/22
Date for review	Jan 23