



Outings Policy and Procedures

The following are the agreed procedures for outings at River Pre-school Playgroup.

- **Parents sign a general consent form on registration for their child to be taken out as part of the daily activities of the setting**
- **Parents are required to sign consent forms before major outings.**
- **A risk assessment is carried out before an outing takes place**
- **Staff: child ratios will always be maintained. Children are assigned to individual staff to ensure each child is individually supervised. This is to ensure no child gets lost and that there is no unauthorised access to children.**
- **The following will be taken on all major outings:**
 - Mobile phone**
 - First aid kit**
 - Children's emergency contact details including medical conditions and needs.**
- **When planning a trip using vehicles, records of driving licences, MOT certificates and business use insurance are checked.**
- **Roads will only be crossed where necessary. If a road must be crossed, one member of staff will control the traffic, allowing the children and other adults to cross safely.**
- **All adults and children will wear hi-viz vests, allowing them to be easily identified and visible to traffic.**
- **When arriving at the destination a headcount will take place. This procedure will be regularly carried out throughout the outing and upon safe arrival back at the pre-school.**

- **In case of an accident, where possible, the whole party will return to the setting.**
- **If a child is found to be missing during the outing, we will follow the guidelines set out in our missing child procedures.**

This policy was adopted at a meeting of River Pre-school Playgroup held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson