



Early Learning and Childcare Centre

## **OUTINGS POLICY**

Trips and outings are arranged to enhance the children's learning and as such it is expected that all children are able to go out on un-planned outings, unless the parents make a specific declaration that they do not wish this to happen. The security of all children and adults are paramount and these procedures are written with that in mind.

- Adult / child ratios will be set on an individual basis depending on.
  - Where the outing is planning to go.
  - Each adult will be assessed and allocated children depending on their competence.
  - Each child will be assessed and allocated to an adult accordingly.
- No outing will be approved without a risk assessment having been carried out first.
- All risk minimisers identified in the risk assessment will be put in place before the outing is approved.
- Ferryfield's mobile phone, with all the contact details for both the adults and the children and their parents / carers, will be taken on the outing – this will be kept with an adult at all times to ensure the security of the information it contains.
- A first aid kit will be taken on the outing.
- All children will wear high-visibility vests and wrist straps, if deemed necessary.
- All staff will carry out regular head counts and check that the children are with their allocated adults.

Adopted by the Committee .....

Date .....

August 2016