



## Sample Outings Policy

**'Parent' also refers to carers/guardians**

**Statement of Intent:** At \_\_\_\_\_ we provide outings for children to support and enhance their learning in line with our services curriculum. We believe that outings provide children with opportunities to extend their interest, knowledge beyond and experiences of children. Outings are planned in accordance with Pre-school regulations (Article 27) safety guidelines and the services insurance policy. As we believe that children's learning is central but children's safety is of paramount importance.

### Procedure

- A risk assessment will be carried out before outings to identify any potential hazards on the journey and at the location. Where appropriate, risks will be minimised or an alternative location will be found
- An appropriate number of adults is required on all outings for insurance and safety reasons. therefore -

A parent or guardian must accompany their child on the outing

Or

A competent adult (aged over 18yrs), familiar to the child and nominated by parent or guardian which is confirmed in writing by the parent, may accompany their child.

Or

Where parents are unable to provide either of above, the service may provide a staff member or vetted student (over 18years) from a relevant field of study to accompany children. This is dependent on the services resources and a written consent from parents is required where a student volunteer is to accompany a child.

- The attendance register including contact telephone numbers for parents not attending the outing will be in the possession of the Manager.
- The Manager takes responsibility for checking numbers of children. Regular and frequent counts will take place before leaving, while on the outing and before departing.
- The Manager will have a mobile phone on the outing which is capable of working at the outing location and has a fully charged battery.
- A staff member trained in first aid will accompany the group on all outings.
- A first aid kit is taken on all outings, included with the first aid kit is information on children's allergies and medical conditions.
- Parents and staff will ensure that appropriate clothing is brought on the outing depending on the weather, e.g. sun hats, sun cream, raincoats etc.
- Insurance details of bus drivers used to travel on the outing are kept by the Manager.

- Please note- By law, children under 4 years must be placed in a child restraint when travelling on a bus/in a car.

**Date Adopted:**

<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	

SAMPLE

*This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009*