

## 8.4 OUTINGS POLICY

- Parental written consent is always obtained at the start of a child joining the Pre-school and then updated termly.
- If private cars are used copies of the drivers licence as well as car insurance are always obtained (staff car details are kept on file)
- Seatbelts are fitted to all vehicles that are used by pre-school
- Adult: child ratio of 3 children per adult (dependant on location of visit, volunteer parents always available). At least one person with a current first aid certificate will be present on all outings.
- All venues are visited to assess potential risk en-route or at the venue. Also to familiarise the staff with the location of the toilets, picnic areas etc. and Risk Assessment is prepared using findings.
- Essential records and equipment gathered together, including contact details of staff, children and parents/carers, First Aid Kit, Children's medication (where required), spare clothes, nappies and plastic bags.
- Head count to be done before and after location move, for example before leaving the swings and on arrival at the picnic area.

**This policy was adopted by:** Teddy Bears Pre-School

**On:** 19th February 2015

**Review date:** November 2016

**Signed on behalf of provider:** Signed 10<sup>th</sup> December 2015

**Name of signatory:** Karen Ashcroft

**Role of signatory:** Chair