**Outings Policy**

The aim of this policy is to set out clear systems and procedures to be followed when children participate in off-site activities/trips. Outings provide a wonderful opportunity for the pre-school staff, children and their parents to enjoy a social gathering together.

Having conducted a risk assessment of the safety issues involved and taking into consideration the EYFS welfare requirements regarding pre-school outings and the high adult/child ratios necessary, the committee has decided parents are required to take full responsibility for their own children for the duration of the outing.

In the event of an adult representative being unable to attend the outing with a child and totally at the discretion of the Pre-school Manager, staff will follow the EYFS requirements with regards to safety as follows:

* A full risk assessment, which includes an assessment of required adult/child ratios, before any type of outing is undertaken
* Carry out a prior visit to assess any potential risks and hazards either en-route or at the destination
* Written parental consent after full details have been given
* Copies of contracted drivers licenses, DBS, MOT and insurance documents obtained
* Use of harnesses, seat belts, child seats, booster seats and air bags
* Maximum seating must not be exceeded
* Access to working mobile phone
* Essential contact details of staff and children, health records, register to be taken
* First Aid kit, medication, spare clothing, plastic bags and nappy changing box to be taken
* Children with additional needs have all necessary requirements
* No child to be left unattended at any time

Please also refer to our Safeguarding Children Policy and Missing Child Policy.

Signed: .................................................................... Date: .............................

Chairperson