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| **Policy Statement** |
| **Children benefit from being taken out of the pre-school to go on visits or trips to local parks, or other suitable venues for activities which enhance their learning experiences. Staff in out pre-school ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.**  |

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| **Procedures** |
| * Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
* All off site activity has a clearly identified educational purpose with specific learning and developmental outcomes.
* There is a designated lead for each outing/trip who is clear about reponsibility as designated lead.
* We assess the risks for each local venue used for daily activities, which is reviewed regularly.

 * Parents are always asked to sign specific consent forms before specific outings.
* The manager and all staff taking part in the outing sign off every risk assessment.

 * An outing/trip will not go ahead if concerns are raised about its viability at any point
* Our adult to child ratio is high, normally one adult to 4 children aged 3/4 and one adult to two children aged 2 years, this depends on sensibility of children and type of venue as well as how it is reached.
* Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
* Staff frequently count the children and ensure hands are held when on the street and crossing roads.
* Outings are recorded stating:
	+ The date and time of outing
	+ The venue
	+ Time of return
	+ Name of all staff and children
* Staff take a setting mobile phone on outings and supplies of tissues, wipes, pants etc as well as mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they are out for.
* When the whole setting goes out on an outing, staff will take a list of children with them with emergancy contact numbers of all parents/carers.
* We provide children with 'high vis' vests to wear that contain the name of the setting and telephone number- but not the name of child.
* We take a list of children with us with contact numbers of parents/carers, as well as accidents forms and a copy of our Missing child policy.
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