

## OUTINGS POLICY

Our Provision will arrange outings which will involve the parents/careers where possible.

To ensure the safety of everyone the provision will:

- ensure the suitability of the venue for all children and adults
- inform parents of the proposed outing and display information on the notice board
- send information to all parents about the place to be visited, time and place of departure and return and cost of the outing. Parents will be asked to sign an appropriate consent Form examples of which are given in this pack
- invite parents to participate in the outing, informing them of who they will be responsible for
- ensure parents have signed the consent form
- ensure all contact details and allergy details are taken on the outing
- ask parents to supply a packed lunch for their children, in plastic containers and with no glass bottles
- ask parents to dress children in suitable appropriate clothing
- issue identification, on the day, to be worn by all and a mobile contact number
- ensure the register is taken on departure and return and at regular intervals
- designate a member of staff to have a mobile phone for emergencies and parents will have the phone number
- identify and inform all adults of the named First Aider who will carry a first aid kit and any appropriate equipment such as inhalers.

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

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