



Outings Policy

We want to ensure the children's health and safety at all times on any outings. In order to accomplish this we will carry out procedures as follows:-

- Obtain written permission from parents/carers for all unaccompanied children and ensure emergency contact numbers are received for all unaccompanied children on day of outing
- Use reputable coach companies with full seat/lap belts for all.
- Mobile telephone, first aid kit taken on all outings.
- Staff ratio on outings 1 adult/2children.
- Head count to be carried out when leaving St. Mark's Pre-school and prior to leaving outing venue.
- Ensure adequate Insurance
- A Risk Assessment to be carried out prior to visit
- A No smoking policy for all staff members on outings. Parents/Carers to be encouraged not to smoke on Pre-school outings
- All children to wear wristbands/badges with Pre-school mobile phone number clearly written

Signed: _____

Policy Date: _____

Review Date: _____