



Outings Policy

To ensure the safety and welfare of all children on outings, it is essential that proper planning is done. At the Tithe Barn Preschool, we will require written parental permission for all routine, and special outings (see Permission Form). We will inform parents of any planned special trips, for example a visit to BCPA or the local village.

We ensure that we take everything we may need, including:

- Emergency contact details for the children;
- A first aid kit;
- Spare clothes;
- Our mobile phone;
- Drinks and snacks;
- Medication e.g. inhalers, Epi-pens;
- Sun cream and sun protection (if required).

We have developed procedures on what to do in the event of an emergency and will adhere to our 'Lost Child' procedure. The staff will be wearing their uniforms, which has our business name on. The children will wear Highly Visible Jackets so are easily seen by members of the public, road users and the staff. We carry out a trial run and full risk assessment of any proposed outing and ensure that the ratio of staff on any outing will be 1:4.

Written September 2016

Reviewed annually

Signed:  