

Outings Policy
NMS Regulation Standard 24

The following procedures must be followed for all outings:

- Written permission must be obtained from all parents prior to the outing
- A risk assessment will be carried out and the outings checklist followed.
- Staffing ratios must be maintained at the same level as in force in the pre-school but for safety reasons we may on occasions increase this to 1 staff to 4 children with the 3-5's
- A list of all children's names and contact numbers for the day must be taken
- Two mobile phones (in case staff are separated in an emergency and to reduce risk of no signal/flat battery) for contact with the pre-school must be taken (numbers to be left at pre-school)
- The pre-school must be informed immediately of any incident that happens (the pre-school policy for a lost child will apply when on outings – the policy should be taken on the outing for reference)
- A first aider should be present and the first aid bag taken along with any additional medication needed by individual children
- The children should be equipped with appropriate weather gear
- The children must be counted and marked in the register before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for the children at regular intervals, or nappy changes (having taken appropriate supplies)
- Food and drinks must be provided at similar times to those in the pre-school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured and all seats fitted with seat belts
- Spare clothing should be taken in case of emergencies
- Should the setting encounter any incidents/problems during the outing, a written review should be made and recommendations recorded for future outings.

This policy was adopted by: Mes Bach (Little Acorns)	Date: July 2018
To be reviewed: July 2019	Signed: