



## Policy - Operational procedures for Outings

**Title:** Operational procedures for Outings

**Category:** Out and About

**Review Date:** 30th Aug 2024

**Description:**

At Burpham Pre-school outings form an integral part of our curriculum and therefore we aim to ensure that the safety of our children is our highest priority when both planning and taking the children off the premises.

Planning

Prior to any outing the following procedures are adhered to:

- A full risk assessment is undertaken by the Manager so steps can be taken to remove, minimize and manage any risks or hazards.
- Written parental permission is obtained.

On the day of the Outing

It is the Manager's responsibility to ensure that:

- Emergency records and contact details/security passwords for all children are taken.
- A first aid kit and mobile phone are available.
- Any additional needs or requirements are catered for.
- All staff are fully aware of the procedures that should be followed in the event of an emergency.
- Staff first aid training is current/up to date.