**28 Outings policy – promoting the welfare of children**

Pre-school must ensure that all children are kept safe whilst on outings.

For each type of outing we will carry out a full risk assessment, which will include an assessment of the required adult: child ratios. The assessment will take into account the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements. The assessment will be reviewed before embarking on each specified outing.

The Pre School Manager will:

* Obtain written parental permission for children to take part in outings
* Take essential records and equipment on outings – mobile phone, contact number for parents of the children on the outing, first aid kit, a list of the children on the outing
* Be responsible for ensuring that adult helpers are aware of which children they are responsible for, for the duration of the outing
* Ensure ‘head counts’ are taken at the commencement of any outing, at regular intervals during, and at the end of the outing
* All parents will be asked to complete an ‘in loco parents’ form irrespective of their attendance on an outing
* Ensure that we get the child’s parent/s to sign for their child on their return before taking them
* Have a record about the vehicles in which the children are transported, including insurance details, and a list of drivers. Drivers using their own transport such have adequate insurance.
* Refer to the ‘Missing Child’ policy if a child was to go missing.