

Policies and Procedures: Safety on Outings.

When taking children on outings it is essential that proper planning is done to ensure the safety and welfare of all children involved.

I obtain written parental permission for all routine and special outings. I inform all parents of planned special trips. Some trips will be planned the day before once we have been able to take weather forecasts etc in to consideration and you will be notified of this via text.

It is not always possible to take every child on a trip. Some reasons for this may be:

- There is not enough space in the vehicle we are traveling in.
- There are age/height restrictions.
- The trip is full day but your child is only in for part of the day.
- We are still in the settling in process with your child and would like them to be secure in the standard routine before adding any additional factors.

I ensure that I take everything I may need out with me in my outings bag hanging by the door. This bag will usually have:

- Emergency contact cards.
- First aid kit.
- Drinks.
- A healthy snack.
- Weather protection (Umbrella, sun cream etc)
- Change of clothes.
- Nappies and changing bag.
- Hi Vis arm bands.
- Emergency contact wrist bands.

Whenever a staff member goes offsite with a child they always take one of the work mobile phones.

On all trips in the car I will ensure that each child is securely strapped into their car seat and that the maximum number of passengers in the car is never exceeded. (Please refer to Transporting Children Policy).

I ensure all children are restrained appropriately when on an outing eg in a pushchair or on reins.

All children who are old enough to walk will either hold my hand or the pushchair, or will be asked to keep by my side depending on their age and stage of development. Children may be given a buddy to walk alongside in front of me. If we are going on longer trips/walks I may take a pushchair for children who are usually walking in case they get tired.

When visibility is low or I have large numbers of children, Hi Vis jackets or bands will be worn. Wrist bands will be worn when I see fit.

All children will be taught about road safety and stranger danger in an age appropriate manner. Before each outing I will give all children a reminder about personal and road safety.

Read in conjunction with: Transporting children.

First Written: 30th July 2014 Last updated: 28th September 2018 Signed:

Date Reviewed	Signed

EMV Totals