The following procedure will be followed when taking the children out on a trip or outing.

**A risk assessment is required before the Pre School can take the children out on a trip or outing.**

**Prior to Outing:-**

1. Check Venue is suitable
2. visit and inspect the venue yourself;
3. check the venues risk assessment for educational visits.
4. establish whether refreshments are provided or whether they can be purchased/bring our own;
5. establish whether disabled facilities are in place.
6. Arrange transport
7. if using parents’ transport, a disclaimer must be signed allowing children to travel in other parents’ cars;
8. use a reputable coach company with acceptable restraints;
9. no children are to be seated at the front of coaches/buses.
10. Check our ratios of one adult to two children are met.
11. A qualified first aider is to attend the outing and be made known to all others on the outing.

**Day of the outing**

1. Items to take –
2. List of contact telephone numbers for parents;
3. Mobile telephone;
4. First aid kit;
5. Change of children’s clothing for accidents.
6. Register to be taken before leaving and notify all staff/parents and helpers of which children they are responsible for.
7. Also see section on ‘Outings & Visits’ in Pre-School Health & Safety Policy (9)

**The policy was reviewed November 2020**

**Next review date: November 2021**

**Signed:**