



**OUTINGS POLICY**

In the event of an outing, Woodpeckers will:

- Inform parents/carers in writing asking for written permission for their children to attend, and asking for parental help, if appropriate.
- The Supervisor and Deputy Supervisor will carry out a full risk assessment of the venue prior to any visit.
- On any outing, the child/adult ratio will be 2:1;
- A timetable will be given to parents/staff on the day of the outing and procedures will be delegated to members of staff to be followed in the event of an emergency.
- All essential records, equipment and medication will be taken on the trip. (See Procedure to be followed on day of outing.
- All staff will have access to a mobile phone. Parents/carers not accompanying the trip will be given a contact number to telephone.
- If the children are being transported by coach, a suitable coach company will be sought, ensuring that all children and adults have seatbelts. Maximum seating must not be exceeded.
- If children are transported in parents/carers/staff cars, a list of named drivers, insurance details and MOT certificates must be kept. Drivers must ensure they have adequate insurance cover to transport children.
- All children travelling in cars must have car seats.

This policy was adopted on the 1<sup>st</sup> September 2009 and will be reviewed annually.

Signed .....  
Chelsea Groome, Chairperson  
**Trustee of Woodpeckers Pre School CIO**

**Next review date: August 2025**

