

# OUTINGS & SPECIAL EVENTS POLICY



As part of our curriculum planning and in order to offer additional learning experiences, we may occasionally want to take the children off the premises. When undertaking such outings every care will be taken in the planning and organisation for the safety and welfare of the children.

The following guidelines will be followed for all outings and special events:

- A risk assessment will be made prior to the visit.
- Parents and other adults will be encouraged to join us in order to have a ratio of one adult to two children.
- Outings may have to be cancelled if sufficient help is not available.
- Behaviour and safety whilst on an outing will be discussed during circle time and adults will be advised on their responsibilities for the outing.
- A mobile phone, first aid kit and any prescribed medication will accompany the group. Children will be carefully supervised throughout the visit.
- At least one person who holds a Paediatric First Aid Certificate will accompany the children on outings.
- Car insurance will be checked for business use if a member of staff has to transport children.
- Details of the destination and emergency contact number will be issued to all parents of children involved.
- Written parental permission for children to take part in outings will be required.
- Written lists of all children and adults on the visit, together with emergency contact details will be taken by the supervising adult.
- When parents have been invited to attend a production by the children, the safety of the children will be of prime importance. Parents will not be allowed to enter the hall until the children are safely seated away from the main door.
- The internal safety gate will be closed during the performance.
- Once the show is over one adult will stand at the exit door to ensure that children cannot leave the premises unescorted.
- Once children have been handed over to their parents they assume full responsibility for their safety.

