



Peter's Patch  
Forest School - Day Care - After School Club

## Procedures for Outings

We have agreed procedures for the safe conduct of outings.

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place by the room supervisor.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children
- Outings are recorded in an outing record book stating:
  - The date and time of outing
  - The venue and mode of transport
  - Names of staff assigned to named children
  - Time of return



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- Staff will take a mobile phone on outings and supplies of tissues, wipes, pants etc. As well as a mini First Aid pack, a snack and water.
- When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked.
- There will be a designated person in charge.
- A register must be taken containing contact numbers, allergies etc. The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing.
- A badge or wristband must be attached to all children showing the name and telephone number of the Nursery. Additionally, it should also show the mobile telephone number of one of the staff members on the outing.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Updated: November 2024