

Outings

On the occasion of outings or activities requiring the children in our care to leave the setting during a play session, we the staff and committee of Bampton Pre-School Playgroup undertake to:

- Draw up a thorough plan for the outing, to include risk assessment. This will include nomination of a staff member to lead the trip/outing and nomination of a deputy staff member, ensuring that this information is relayed to all adults present on the outing.
- To obtain written parental/carer consent for the child/children to participate in the outing, and to keep this information in our possession for the duration of the outing, ensuring that all children and adults are present at the outset and before returning from the outing.
- To maintain an adult:child ratio of 1:2 for the duration of the outing.
- To supply the adult leading the outing with a First Aid Box, and to ensure that all adults are aware of this.
- To supply the adult leading the outing with a mobile telephone, the number of which is supplied to all accompanying adults.
- To supply the adult leading the outing with a list of contact numbers, doctors' numbers and a list of medical conditions and allergies relating to the children in our care.
- To ensure that any vehicles used for transportation on the trip are fitted with safety belts and that full insurance is in place to cover all areas for the duration of the outing.