

C. Operational Procedures for Outings for Welford Pre-school

These procedures are in addition to the policy statements 'Trips and Visits' and 'Missing Child' as set out in our Health and Safety policy.

Trips within the village

- Trips made on a regular basis around the village must be risk assessed.
- These risk assessments may be done on an annual basis and reviewed annually unless there is a significant change to the environment in question.
- A list of children taken off the premises must be kept in the Welford Pre-school building.
- No child should be taken on such trips if their parents/carers have not signed the consent form in the registration form.
- We endeavour to provide as high as possible adult-to-child ratio. The minimum will be no less than one to three. Two members of staff will always accompany children on trips.
- A mobile telephone and first aid kit will always be taken.
- The register and emergency numbers will be taken on the outing.
- Hi-visibility jackets will be worn by children when they leave the school grounds.

First aid

- At least one qualified first aider will accompany the trip and will have responsibility for carrying Welford Pre-school's first aid kit.
- The contents of the kit should be checked before the trip.
- A mobile phone must be taken on any trip and checked that it is operational prior to the trip.
- Any child with special requirements will be looked after by a designated carer.

Non participation in trips

- If a parent/carer does not wish for their child to participate in any organised trips then the Manager should discuss with the parents/carers possible

alternative arrangements that can be made for the child. Alternatively, the trip can be organised on a day when the child/ren do not attend.

Date reviewed	13/05/2021
This policy was adopted at a meeting of Welford Pre-school held on	20/05/2021
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	Chair