

# **BEAMINSTER PLAYGROUP**

## **OUTINGS AND VISITS TO THE TOWN**

### **AIM**

Outings and visits to the town and surrounding area are important to the children's' learning. The group takes positive steps to promote safety and ensure that proper precautions are taken to prevent accidents.

### **PROCEDURES**

Written parental consent is needed before the child may leave the building to go to the town and surrounding area (Registration Form).

A member of staff will have access to a mobile phone at all times.

A ratio of one adult to four children will be maintained at all times.

A travel First Aid Kit will be taken out when going off the school premises, along with children and staff details and the Playgroup mobile phone.

The annual outing is open to all children who have to be accompanied by an adult or a member of staff when an adult is unavailable.

Records about vehicles in which children/adults are transported including insurance details are kept.

A list kept of persons travelling, whether in private cars or public transport (Annual outing).

All vehicles to have harnesses, seat belts, child seats etc.

The maximum seating will not be exceeded.

The adult/child ratio will be taken into account according to the nature of the outing.

A prior visit will be carried out to assess risks for the whole party and in particular access for any parent/child with disabilities and cultural needs.

Essential records will be taken re contact details for staff/parents/children. A first aid kit, medication, sick bucket and spare clothes will also be included on the trip.