

## Outings Procedures

**Summertime have the following procedures in place when taking the children outside of the registered premises;**

- A risk assessment/outings form will be carried out prior to children leaving the premises.
- The manager/senior member of staff will check and approve where they are going and the route that they will be taken.
- Risk assessments will be carried out of the area on arrival for possible hazards. For example on arrival at a local park staff will check for drug needles, broken glass, dog faeces, and faulty equipment.
- Ratios will be met at all times, and are appropriate to the activity being undertaken.
- Written permission/consent is sought in the registration form from parents in order to take the children off the registered premises.
- An emergency bag containing a mobile phone, first aid box, children's medication and contact details for children's parents will be taken.
- Appropriate clothing will be worn to meet the needs of the children
- Yellow jackets will be worn by the person in the front and back of the group and by all walking children.

### **For whole setting outings**

A more in-depth risk assessment will be written to cover transport and the venue.

The staff will be allocated specific children

Check lists will be completed to ensure everything is packed

Additional parental permission will be sought.

Parents will be invited along

Cathy White  
Manager  
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