



PRE-SCHOOL

Seacourt Road, Thamesmead, London, SE2 9XB

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OUTINGS PROCEDURE

We may on occasions take the children on brief outings within the local community, i.e. to the local shop or the local park, at times these may be spontaneous trips.

All Parents/carers permission is sought for brief outings on the child's Consent Form contained in the registration pack that parents/carers complete on admission.

Further permission will always be sought for larger/planned outings requiring a form of transport suitable for the children's ages.

On a major outing written permission will be sought from parents/carers before any child will be allowed to attend the outing. A letter will be sent out stating when and where the outing will take place and will provide a space for parents/carers to state whether they wish or do not wish for their child to attend.

In the event of major outings, we may also ask for parent/carer helpers in order to ensure a safe adult: child ratio is met.

Appropriate Risk Assessments will be carried out at the outing venue before any outing will commence and throughout the outing.

All staff/volunteers/helpers will be informed of the Emergency and Safeguarding procedures during a pre-outing meeting.

Only reputable coach/minibus companies will be used. All insurance details will be checked.

All coaches/minibuses used will be equipped with seatbelts and if possible equipped with booster seats.

A register and headcount will be taken before we leave for any outing.

On arriving at the destination, the children will be led off the coach/minibus and a headcount will once again be taken.

A member of Toddles staff will then check the coach/minibus to ensure that no one has been left on the vehicle.

Throughout the outing headcounts will be done regularly to ensure all are present.

Before leaving to return home, the children will be led back onto the coach/minibus and a register and head count will be taken to ensure that no one has been left behind.

The 2 Toddleswood mobile phones, registers, the children's emergency contact/medical information, a First Aid kit and any on site medication we hold for the children will be taken by a member of Toddles staff and a qualified first aider will be present at all times.

Sick buckets, wipes, plastic bags, water and spare clothes will be taken in case of any accidents.

In the unlikely event of a lost child, we would follow the Lost Child Procedure.