

## Outings

Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.

Parents are always asked to sign specific consent forms before major outings.

Our adult to child ratio is one to four around the school grounds and one to three outside the school grounds.

Children are assigned to individual staff or volunteers to ensure each child is closely supervised, to ensure no child goes astray, and that there is no unauthorised access to children.

Staff take a mobile phone on outings.

Staff take a list of children with them with contact numbers of parents/carers if the outing is beyond the school grounds.

A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

A First Aid Kit will be taken and any necessary medication for individual children.

We consider risks and write risk assessments where needed.

A written record will be kept in a central place to record when children leave and return to the setting.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 <sup>th</sup> January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair