



Outings Policy

Statement of intent

Children love being taken out to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. At Making Memories we ensure that there are procedures to keep children safe on outings and we are aware of and follow the procedures below.

- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings which require the use of public transport
- We will take a mobile phone on outings, and supplies of tissues, wipes, nappies etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long the trip will last for.
- we will have a list of all the parents/carers contact numbers, also emergency contact numbers if we are unable to contact the parents.
- Our Ratios of Adults to children will never breach what is stated on our Ofsted registration form.

(No more than 6 children at one time of which no more than 3 children under 5 and one under 1)

- We will obtain written consent for outings and regular trips that we may take.
- We teach the children about safety when we are out and about and tell them what to do if they become lost according to their age and stage of development. E.g. stay where they are, meet up at a certain place, use their mobile phone to summon help.
- Our vehicles are fully insured

- In the unlikely event that a child should become lost, our Lost Child Procedure will be followed