



OPERATIONAL PROCEDURE FOR OUTINGS

We make sure that all outings are conducted with the highest regard for safety.

- Parents permission will be sought before the trip
- If we use a coach we make sure the use of harnesses, seatbelts and that the maximum seating is not exceeded.
- We have at least a 1:2 adult to child ratio, all parents are invited to attend the trip.
- Prior visits and risk assessments are carried out before the visit
- All staff are aware of emergency procedures before we go on a trip
- All essential records and equipment are taken, for example – contact information, first aid box, tissues, spare clothes, plastic bags.
- Care is taken at all times, such as when children are walking or crossing the road.
- All children wear a label on their backs with the school name and school mobile phone number, in case of emergencies.

