

Outings policy

Policy statement

It is my policy to keep children safe on outings whilst in my care.

Policy procedure

In order to do this I will ensure that the ratio of adults to children on any outing will be as follows:

2 adults - up to 8 children

3 adults - up to 12 children

4 adults - up to 16 children

I carry out a trial run and full risk assessment before the proposed outing. I obtain written parental permission for children to take part in regular, routine outings whilst in my care.

I take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first aid kit and a mobile telephone.

I keep records of my own and any other vehicles in which the children are transported, including insurance details and a list of named drivers, and I make these available for parents.

I will ensure that I and any other driver transporting the children in their own vehicle has adequate insurance cover and age appropriate car safety seats. This also applies to the use of mini cabs.

I make parents aware of what I will do in the event of a lost child.

This policy also links with my accident and emergency procedures.

Mrs Beverley Flockton
Auntie Bev's Childminding
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