



Outings policy

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

To do this, I will ensure that:

- I carry out a trial run and full risk assessment of the proposed outing
- I obtain written parental permission for children to take part in regular, local outings whilst in my care and specific written permission for a longer or more involved outing
- 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 for parental inspection of any vehicles in which children are transported, including insurance details and a list of named drivers in my portfolio.
- I adhere to my lost child procedure and make parents aware of the details of that procedure.

Lucy Madge
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