



Outings policy

February 2018

Children must be kept safe whilst on outings

- A full risk assessment must be undertaken; this includes an assessment of required adult child ratios; this assessment must take into account the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements.
- A member of the SLT must then authorise the outing, if the outing involves transporting children in vehicles and agree the destination and route taken.
- Records should be kept about vehicles in which children are transported.
- Written parental permission/consent for children to take part in outings must be obtained by the Room staff. No child is allowed on an outing unless a parent's signature has been obtained ~ verbal consent is not appropriate; this includes a walk around the local area.
- A fully qualified paediatric first aider must be present on all outings.
- Essential records and equipment must be taken on outings:
 - Contact numbers for the school.
 - Fully stocked first aid kit.
 - Potties if needed.
 - Registers.
 - Contact numbers for the parents.
 - Parental consent forms.
 - All details of the trip must be left with the office.

Policy reviewed: February 2018

Head Teacher: _____

The Academy of Woodlands Director: _____

