**Statement of Intent**

Outings are arranged to provide stimulation and expand the children’s awareness of the world around them and are conducted with the children’s safety as a primary concern.

**Methods**

We make regular outings within the secure school grounds. For outings onto the school field and musical woodland we operate the following policy.

* The adult to child ratio will be at least one to four.
* All adults will be DBS checked.
* A first aid kit will be taken.
* Mobile phone and contact number for Treehouse will be taken when visiting musical woodland.
* If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
* Before outings take place, risk assessments for trips to the school field and musical woodland are in place, these are reviewed regularly and the practitioner leading the outing reads and carries out the risk assessment before leaving Treehouse.
* Consent for these outings is obtained from parents/carers on the registration forms when the child joins Treehouse.

For outing away from the school grounds we operate the following policy.

* The adult to child ratio will be at least one to two.
* Written permission will be obtained from the parents/carers prior to the outing.
* All children will have stickers on giving only the name of Treehouse pre-school and the contact number, never the childs name.
* A list of children will be taken with them
* Take a first aid kit
* Take mobile phone and contact numbers for staff and children.
* Ensure that wrist straps/harnesses are used as an extra security measure where appropriate, e.g. for children with special needs
* Take a register of children attending the trip before setting off and on arrival, half way through the visit, before departure and again on arrival back at Treehouse.
* If the outing involves vehicular transportation, parents/guardians will be given full details of the mode of transport and the safety requirements of their use.
* If a child is lost whilst on an outing and in the care of TreeHouse Pre-School staff, the Leader, or person in charge at the time, should contact the Police immediately. One member of staff should be designated to search the immediate surroundings then retrace known steps. Once in attendance, the Police will take charge of the situation. Attention should be paid, at all times, to the safety and wellbeing of the remaining children in our care.

This policy was adopted by the committee at a meeting of TreeHouse Pre-School

Held on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy was adopted by all staff

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