**Guidelines for Outings and Trips**

All vehicles should have forward facing seats with seat belts

Drivers should hold the necessary qualifications to drive the vehicle used and hold a current licence

Pre-School will have details of the vehicle to be used – including registration number, MOT, tax and insurance.

Ratio will be one adult to two children, or senior staff may have three children. Senior staff member will be responsible.

The outing must be part of the curriculum plan for the children. It must show how the children will be prepared for the trip, any activities the children will carry out on the trip and how these will be followed up afterwards.

A risk assessment will be carried out by a member of staff or management committee for the journey and location. We will accept the risk assessment carried out by the organisation.

Signed parental consent will be obtained if necessary, we do have consent on our registration form

Emergency contact numbers will be taken, if a medical emergency occurs the parent will be asked to meet their child and a staff member at hospital.

A list of all children and adults will be taken with information of any special needs.

Also to be taken are - First Aid Kit, any medication, accident book, spare clothes, plastic bags and the daily plan of the outing.

Outings organised by the committee will be subject to the ‘outings policy’ for the Pre-School even though the parents will be taking and are responsible for their children.

All outings organised by the committee will have a risk assessment for the bus and a risk assessment at the attraction. The decision will be made if the risk assessment drawn up by the attraction will be used or a member of the committee will go to do a pre-visit risk assessment.

**Procedure for lost child**

As soon as it is noticed a child is missing, headcount will be taken immediately and one member of staff searches the immediate vicinity.

Senior member of staff reports the incident to the Pre-School, the police are called.

Parents are phoned and advised whether to come to the setting or to the outing venue.

Children are brought back from outing.

Incident reported to Chairperson.

The manager or senior member of staff together with the Chairperson talk to the parents.

Full investigation will be carried out.

All staff and children will be supported during and after the incident.

Staff must not discuss incident with the press.