**Outings and Trips Policy**

Before any trips a risk assessment will be made, and will be available to all parents to read.

Outings

* The adult: child ratio will take into account the nature of the outing.
* All essential equipment and record will be taken, including emergency contact details for children and staff, first aid kit, medication, spare clothing and plastic bags if appropriate.
* The staff will have access to a working mobile phone.
* Parents/carers must have given their consent for their child to go on the visit.

Trips

* The adult: child ratio will take into account the nature of the trip.
* All essential equipment will be taken including emergency contact details for children and staff, first aid kit, medication, spare clothing, and plastic bags if appropriate.
* The Staff will have access to a working mobile phone.
* Parents/carers must have given their written permission to go on the trip.
* Only transport with working seatbelts will be used.
* Any helpers, including parents/carers will be briefed on their role before leaving on the trip.
* A qualified first aider will be part of the staff in attendance. A first aid kit will be taken on the trip.

Ratio

1 adult to 4 children 3 years and over

1 adult to 2 children 3 years and under