



Berrynarbor Pre-school  
Manor Hall  
Birdswell Lane  
Berrynarbor  
EX34 9SF

Tel: 07932 851052

Email: preschoolberrynarbor@gmail.com

## Outings Policy

At Berrynarbor Preschool we feel it is important to provide opportunities for children to take part in outings so they can further develop their knowledge and to ensure every child has access to the same opportunities in life.

Trips can include trips on foot, i.e. visits to the local park, the mobile library, local shop, and other places of interest.

All procedures must be followed prior to an outing.

- A full outings risk assessment must be completed.
- written permission from all parents/carers is obtained prior to the outing.
- staffing ratios must be maintained and adhered to at all times
- young children will be pushed in pushchairs and older children will safely be secured to a walk-o-dile.
- all children contact/emergency contact information must be taken on the trip
- At least 1 first aider must be present and have a suitable, complete first aid box with them.
- Any child who has a health care plan must have their health care plan documents, along with any medication/asthma pump / EpiPen's if needed
- A member of staff is to carry on them, the preschool mobile phone which must be fully charged and have enough minutes/credit in the case of emergencies.
- At no time whilst on an outing must a member of staff use the preschool mobile phone to make or receive a personal phone calls or messages.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007  
This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....