

## EXPLORERS POLICY AND PROCEDURES

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Outings are both fun and beneficial for a child's development and learning.

Explorers will follow the procedure below:

- A risk assessment will be carried out before an outing takes place.
- The children must be appropriately supervised by a parent/carer/guardian. If this is not possible, then it will be at the discretion of the committee and pre-school supervisor as to whether a member of staff can supervise the child.  
If it has been decided that a staff member is to accompany a child, then the parent/carer/guardian will still have to pay the required fee for the outing.  
A consent form from the parent must be completed and signed for transfer of responsibility.
- The staff ratio on outings will be 1:2 adult: child.
- Fees for the outing will vary according to the cost of admission and transport. Via fundraising efforts.
- A member of staff will carry a fully charged and operational mobile phone, a First Aid Kit and parental consent forms for the children whose parents/carers/guardians are not present on the outing.
- A member of staff will take separate transport in case of emergencies.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor