

# Outings Policy



It is important to take children on outings to support them to learn about the world around them. It is essential that proper planning is done to ensure the safety and welfare of all children involved. Rookies have the following procedures in place:

- Parents are informed of weekly activities including routine outings such as school drop offs and collections, playgroups we attend or places that we visit regularly such as local parks, walks, the library or shops.
- Written parental permission is requested for any planned special trips for example to the beach, museums or a local attraction. Parents will be informed of our expected arrival and departure times, transport arrangements, planned activities at the location, any extra costs, special clothing or equipment required and also to supply at least two emergency contact numbers that will be contactable in the event of an emergency for the duration of the trip.
- A risk assessment for each place that we take the children to and where possible staff visit beforehand to ensure that the setting is safe and suitable for the children. This also allows us to assess what facilities are there (nappy changing, toilets etc), how we are going to get the children to and from the location safely and how we will manage them when we are there.
- Whilst walking we will ensure that we have the necessary equipment and resources to keep children safe and comfortable including pushchairs, rain covers, blankets, buggy boards, harnesses, reins, etc.
- Rookies Daycare ensure that we take everything with us that we need, for example, emergency contact cards/wrist bands for the children, a first aid kit, nappies and changing bag, spare clothes, mobile phone, drinks and a snack, medication, register etc.
- The weather forecast will be checked prior to any outing and ensure that all children are dressed appropriately. If hot weather is forecast, we will apply sunscreen to children before leaving the setting and ensure all children have a bottle of water to maintain hydration, sun hat and long sleeves.
- Children will never be left unattended when on an outing.
- Regular Head counts will be conducted.