

# Hemingford Grey Playgroup

## Policy: Outings Procedure

*March 2015*

### **Procedures**

Parents will be informed, in writing, about the location, duration and purpose of each outing. On the morning of each outing a signature from Parents/Carers is required. They will be asked to give written permission for their child to attend the outing and for medical care to be given, should the need arise.

Contact details and medical information will also be requested. This paperwork will only need to be completed once, in the Autumn term. It is the parents responsibility to keep Playgroup up to date with contact numbers and information. All adults attending the outing will also need to supply contact details, current medical information and consent to medical care.

A risk assessment, specific to the outing will be undertaken before the outing, and shared with all attending adults. Time will also be spent talking with the children about expectations for behaviour and ways to make sure that they keep themselves safe.

The adult:child ratio will be 1:2. The children will be allocated a designated adult for the duration of the outing.

The children will be carefully supervised at all times to ensure that they are neither lost, nor unauthorised access to them allowed. In the event of a child being lost, we will follow the guidelines set out in playgroup's procedure to be followed in the event of a child being lost.

The register will be completed and photocopied - this register will remain in the Playgroup premises. A photocopy will be left with the school office for the duration of the outing, along with our mobile contact number.

In the event of an accident/acute medical incident affecting an adult or child, we will follow procedures set out in the Illness/Injury policies.

We will take the following items with us on the outing:

- Mobile phone
- Illness / Injury policy
- Lost child policy
- Risk Assessment
- Child contact forms and consent forms
- Medication and medical file
- Signed list of those attending
- Wet wipes
- Spare clothing
- First aid kit
- Bottled drinking water in hot weather
- Tissues

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 27<sup>th</sup> April 2010, and reviewed at a meeting held on January 12<sup>th</sup> 2012 and 9<sup>th</sup> March 2015.

Signed by the chairperson on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairpersons signature)

..... (Date)