**Petite’s outings and transport Policy**

For all outings the following procedures must be followed:

* Written permission must be obtained from all parent or carers prior to the outing
* Staffing ratio must be increased following the number of children, following a risk assessment of the outing. Additionally, parents are welcome to attend as this will encourage the safety of their children/child
* A first aider must be present during the outing with a portable first aid box
* Copies of registration sheets containing contact numbers, allergies etc. must be taken.
* A register must be taken for each child and children must e counted before leaving the premises, this must be continued at regular intervals during the outing.
* Toilet facilities must be available during regular intervals for the use of children
* Food and drink must be provided for those that require, additionally petite must also provide extra drinks if the weather is warm or energetic exercise is part of the day
* Transport must be fully insured, drivers details satisfactory and all seats must have safety harness or equivalent.
* Where necessary additional clothing must be available in case of any accidents
* Risk assessments must be completed prior to the outing. A copy must be taken on the trip. (Please see Risk Assessment procedure if necessary)

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”