



OUTINGS POLICY

Currently we do not hold an annual outing, however we often participate in visits to the school gym on our campus, welly walks and visits to the park.

On such outings, a first aid kit, a whistle, a mobile phone, register and a list of all emergency contact details will be taken the outing and held by a Leader. The child to staff ratio is 1:8, or 1:4 if under 3 years.

When we visit Kingshill School hall for gym we have a risk assessment for this visit. Equipment is chosen appropriate for age and ability by the leader and appropriate clothing is worn by the children. Staff are aware of the fire exits and Greenslade staff are responsible for evacuating and supervision of Greenslade children.

Greenslade and Kingshill hold risk assessments for these pathways and fences. When visiting the park a reconnaissance mission is undertaken to ensure all playground equipment is safe.

When undertaking a welly walk, appropriate clothing and shoes for the weather is ensured for all. Again, a member of staff will risk assess the security of the site and check the journey before children.

If any accidents occur then a member of staff will complete the Accident Form.

Signed.....

Date.....

Review date.....