

Melandrew Daycare Outings Policy

Outings policy statement:

It is my policy to keep children safe on outings whilst in my care.

In order to do this I will ensure that:

- I will maintain my children ratio that is laid down by Ofsted.
- I try to carry out a trial run and full risk assessment of the proposed outing
- I obtain written parental permission for children to take part in regular, local outings whilst in my care and specific written permission for a longer or more involved outing
- I take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first-aid kit and a mobile telephone
- I keep records for parental inspection of any vehicles in which children are transported, including insurance details and a list of named drivers
- I adhere to my lost child procedure and make parents aware of the procedures in that procedure.

Childminder's name	Melanie McKenna
Childminder's signature	
Date	26/3/09

Date policy was written	26 March 2009
This policy is due for review on the following date	Reviewed 29 September 2010 all ok
Next review due 29 September 2011	Reviewed 24/10/2011
Next review due October 2012	