

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.

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

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| 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 | |