**Outings Policy**

When taking Children on Outings it is essential that proper planning is done to ensure the safety and welfare of all children involved. A prior visit, where possible, and a detailed risk assessment of the planned outing will be carried out and recorded appropriately.

Written parental permission for all routine and special outings will be required. We will inform parents of any planned special trips for example to the beach, museums or a local farm.

We will take with us everything we may need, emergency Contact cards for the children, First Aid Kit, Nappies and changing bag (if required) spare clothes, mobile phone, drinks and a healthy snack.

In the event of an emergency staff will carry a contact card for each child, which provides information about the child (their name and an emergency contact name and number).