

**Outings Policy**

I will only take children on outings if I have a ‘Routine Outings with Children Parental Permission Form’ completed.

If the outing requires transporting children in a car, I will also ensure that I have a completed ‘Transporting in a Vehicle Parental Permission Form.’

I will complete a Risk Assessment for each type of outing undertaken.

If possible, I will undertake a visit to a new location without children present prior to an outing taking place.

I will also carry a charged mobile telephone with me on outings and will ensure that I have all relevant contact telephones numbers available to me.

I will keep a First Aid kit with me when on outings.

I will normally advise parents in advance of my intentions to undertake an outing; however, there will be occasions when I feel that an outing to a routine location would benefit children without having been pre-arranged.

If you feel that you would always wish to be notified of outings to routine outings locations in advance then please discuss this with me.

Most visits are included in my hourly fee, however if we are going on a expensive day out parents maybe asked to contribute.