Aldbourne Preschool

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**Policy: *Outings and Visits***

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| Issue Date | page1image14392Review Date | Document Owner(s) | page1image16120page1image16440Approved |
| June 2018 | page1image20192June 2019 | Angela Goddard | page1image22432page1image22752Julie Kent |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

At Aldbourne Pre-School we believe that children benefit from outings and visits. To ensure maximum child safety and protection we adopt the following procedures when taking the children off the Pre-School premises:

* We obtain parental permission on our Registration Form to take the children out within the local area. Eg library, shop, park. Our staff: child ratio for these trips is as per normal sessions.
* We obtain separate parental permission in the event of all other outings and visits. Our staff: child ratio for all other trips is 1:2.
* Any unaccompanied children are labelled with the name of the Pre-School and telephone number of the person in charge of the trip,
* A Pre-Visit Risk Assessment is made of any places visited.

In the event of a child being lost whilst on an outing we will follow the following procedure:-

* Immediately inform all members of staff and adults that the child is missing.
* Gather together all remaining children.
* Advise the proprietors that the child is missing – work with them to co-ordinate a thorough search of the area.
* If after an extensive search the child cannot be found we will inform the parents and/or emergency contact and the local police.