



# Regent House Preschool

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## Transportation and Outings Policy (Use and Provision)

### Outings and Transport

#### For all outings the following procedures must be followed:

- 1) Written permission must be obtained from all Parents/Carers prior to the outing.
- 2) Staffing ratios will be increased following a risk assessment of the outing. Additionally, where possible, Parents/Carers should be encouraged to join in as they can be responsible for their own children and allow staff to concentrate on other children.
- 3) A First Aider must be present and a suitable first aid box must be taken.
- 4) Copies of registration sheets containing contact numbers, allergies (etc.) must also be taken.
- 5) A register must be taken for each child (calling out/marking each individual child's name) and children must be counted before setting off (on the coach if used) and counting the children must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children and taking registers at regular intervals.
- 6) A label must be attached to the children showing the name and the telephone number of the Preschool. The labels should show the Regent House Preschool mobile telephone number which was taken on the outing. This label must be displayed on the child, which is visible, but not easily removed by the child.
- 7) Toilet facilities must be provided for the children at regular intervals.
- 8) Food and drinks must be provided at similar times to those at the Preschool and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- 9) Meeting points must be pre – designated and times arranged when the party should assemble. These must be strictly adhered to.
- 10) Transport must be fully insured, driver's details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity must not be

exceeded. Booster seats are provided and are to be use by all Preschool pupils as necessary.

11) Where necessary, spare clothing must be made available in case of an accident.

12) A risk assessment must be drawn up prior to the outing. A copy must be taken on the trip and a copy left at school.

**At the conclusion of each outing the teacher in charge of the outing will complete a review of the outing, noting the following:**

- Any particular problems with the transport e.g. the coach arriving late.
- Any particular problems with the venue e.g. nowhere to shelter during the rain.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:  
14/05/23

Approved by BOG:  
21/09/23