



## **PRE-PREPARATORY DEPARTMENT**

### **School Outings Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel.”***

#### **WITHIN THE POLICY:**

- Organisation
- Review

## **EYFS School Outings Policy**

We follow the whole school policy on the procedures and organisation of school trips.

Outings take place in the once per term (sometimes twice) throughout the year. Immediately prior to the trip, it is the responsibility of the Head of the Pre Preparatory Department to ensure that a register is taken. The Class Teacher (Key Worker in Cygnets) will keep a list of all children who are going on the trip, along with emergency contact numbers. A copy of this list is also given to the School office.

### **Organisation**

We ensure that a minimum of 1:4 adults are available to accompany the children (in Cygnets). Prior to the trip, each adult staff/parent/guardian shall be given a list of names of children allocated to them. The Head of Pre Prep may also keep copies of these with her if on the trip.

The following items shall be taken on all trips:

- School mobile phone/emergency contact numbers.
- Inhalers belonging to children who are asthmatic, Epipens (allergy children).
- Buckets and sick bags to use by children who feel unwell.
- Comprehensive first aid box.
- Boxes of tissues.
- Baby wipes.
- Several changes of clothing.
- Sun hats.

The Trip Coordinator will ensure that the seating arrangements comply with recent legislation. Children shall not be allowed to sit on the front seats of the coach, nor next to an emergency exit. All children must be encouraged to remain seated throughout the journey, and strapped in.

The Class Teacher/Keyworker will be responsible for counting the children on and off the bus to and from the destination.

All parent helpers undergo DBS checks. A Paediatric First Aider is always present on all EYFS outings.

### **Review**

Reviewed by N Dexter – August 2017

Next Review: August 2018