



Outings policy

At Seahorses we aim to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents/carers wherever possible.

Staff will do this by:

- Completing a written risk assessment of the chosen venue and associated activities *prior* to the outing taking place (including a pre-visit as needed)
- Providing our insurers with relevant information in a timely manner if necessary.
- Informing parents of the proposed outing in the form of a letter containing all details
- Inviting parents to participate in the outing and on acceptance, Parents will be responsible to supervise their children while on the outing.
- Implementing an adult/child ratio.
- Maintaining a register of all attending, checking children are present at regular intervals throughout the outing as well as at the beginning and end. This register will have all details for children's contacts and individual needs which will be held by the Manager/Senior.
- Ensuring a mobile phone (that has signal coverage and battery use throughout the outing's duration and location) is available: Manager's work phone (The number is known to all staff attending and to children's families)
- Ensuring staff operates the **children lost or missing policy and procedure** if necessary.
- Identifying and informing all adults attending of the named first aider.
- Asking parents to dress their children in clothing that is suitable for the event.
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.

Pregnancy:

- Parents/carers, and staff are advised of risks that can occur to women who are pregnant while visiting farms, particularly during the lambing season.
- Manager will carry out a separate risk assessment accordingly.

Managers Signature: *Julie Ace*

Date: January 2025

Review Date: January 2026