

Policies and Procedures

Trips and Outings



What do you need to consider before organising any trips off site?

- Obtain parental permission
- Conduct site visit and risk assessment
- Check suitability of all drivers, escorts, staff
- Check records of all vehicles

How do you ensure different needs are catered for on outings e.g.

- Children with disabilities and/or cultural requirements?

How do you ensure care is taken at times of particular risk e.g.

- When children are walking
- Getting into or out of a vehicle?

TASK

Devise a safety check list to be used before leaving the building with children.