**Outing Policy and Procedure**

When starting at Emmer Green Pre-school we ask all parent/carers to give permission for staff to be able to take their child out on a local walk. If we organise a bigger trip then we send out letters to Parents/Carers to complete.

Emmer Green Pre-school recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS while undertaking trips and outings. We recognise the need for safety at all times.

It is the policy of the setting to ensure equal opportunities exist for all children eg. all children are included.

The ratio at Emmer Green Pre-school for when we go for walks are:

1-3 for over 3 year olds

1-2 for under 3 year olds

We ask parents/carers for assistance to fulfil the ratio.

The following will have to be taken to every outing.

* First Aid Kit
* Mobile Phone
* Medication
* Spare Clothes
* Plastic Bags
* Register with children’s contact details and allergies list

This policy was adopted by the Pre-school on............................................

Signed on behalf of the committee............................................................

Name of signatory .......................................................................................