

MARTLESHAM PLAYSCHOOL

A member of the Pre-School Learning Alliance



Registered Charity No. 288268

PLEASE DO NOT REMOVE

TRIP POLICY

It is recognised that trips are an important part of the programme and should be carefully planned and fully discussed with staff.

An Adult to Child ratio will be assessed and determined as a result of assessing each individual trip/outing.

A risk assessment must be undertaken before every trip.

Before each it will be agreed which member of staff will be required to attend. For those staff attending they will not be charged and are paid for their time.

A register must be taken on a trip of all children and adults attending, together with the emergency contact numbers. Parents should be given an emergency contact number – the mobile phone number of the play leader in charge – as well as that of the Playschool 01473 625986.

A First Aid box and other equipment for dealing with minor childcare emergencies should be taken. Any medication needed for individual children should be stored safely.

It is policy that vehicles booked for trips should be fitted with seatbelts.

If the vehicle does not have a mobile phone or other communication link a mobile phone should be borrowed for emergency use.

When booking trips is it important to consider all associated costs:-

- 1) If you close sessions - loss of fees.
- 2) Staff costs - wages and trip costs.
- 3) Costs for children, beware of age limitations - some commercial places only charge for children from 4 and Adult charges.

This policy was adopted at a meeting of	Martlesham Playschool	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)