



Martlesham Playschool, At Gorseland School, Deben Avenue,
 Martlesham, IP5 3QR
 Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
 Kesgrave, IP5 2EN
 Tel : 01473 625986
 www.playschool.martlesham.org.uk
 Email : mplayschool@btinternet.com

PLEASE DO NOT REMOVE

TRIPS 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 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 whistle & flag will be used to gather up the children in case of emergency.
- 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) Closure of 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 & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)