



Safety & security of children during outings policy

The Brentry & Henbury Children's Centre will at all times, keep the safety and security of the children in their care as paramount. In order to ensure the safety of the children, the following policy will be constantly observed.

- Prior to any trip being undertaken, a Risk Assessment of the planned destination will be undertaken as much as possible.
- Parents will be fully informed of all details regarding the planned outing, including destinations, mode of transport and times of departure and return.
- A consent form will be signed by every parent prior to the outing.
- All children will be under the supervision of an adult at all times.
- The following ratios for children to adult will be maintained as a minimum:

0 - 24 months	1 adult to 2 babies/toddlers
24 - 36 months	1 adult to 2 children
36 - 60 months	1 adult to 4 children
6 – 11 years	1 adult to 6 children
- If students or volunteers are accompanying the group, they will assist with the children on a 1-1 basis. All volunteers, other than parents or carers, will only care for the children if they have received a satisfactory CRB clearance.
- All children will wear High visibility waistcoats with the Centres address & telephone details on the reverse. And when available, purple ID wristbands in case of removal of high visibility vest.
- If transport is to be used, it will be in fully insured vehicles that have seatbelts which conform to safety standards.
- Children will have a seat each and not be transported on the knee of an adult.
- In the unlikely event of a child becoming lost whilst on an outing, the Lost Child Policy will be implemented.
- The Brentry & Henbury Children's Centre will strive to keep the cost of all outings as low as possible. No child will be refused a place on any outing on the grounds of cost. However, we realise that there may be an occasion when we are unable to undertake the planned outing due to lack of available funding.