



Regent House Preschool

Procedures for External Visits

Throughout the year, the children at Regent House Preschool may be taken on external visits to venues which provide appropriate links to the topics being covered.

The following procedures will be followed:

- The venue will be checked by two members of staff prior to a visit to assess suitability (risk assessment).
- Parents/Carers will be given prior notice of the visit.
- Parents/Carers will be asked to sign a permission slip.
- There will be a ratio of at least one adult per three children.
- Transport will be by private coach hire, taxi or school minibus and all vehicles will have seat belts and suitable car seats.
- Trips will be paid for by Parents/Carers or, if appropriate, from school funds.
- Members of staff will seat and secure the children with seat belts.
- Children will be instructed to remain seated at all times and not to touch the seat belts.
- On arrival a member of staff will release the seatbelts.
- A head count will be taken at appropriate times during the visit.
- First Aid supplies and any Individual Care Plans plus medication (if required) will be carried.
- At least two members of staff will carry a mobile phone.
- On returning to school all children will return to the Prep entrance for a final head count.
- A change of clothes will be carried.
- Staff will have an emergency contact list for all children.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:
14/05/23

Approved by BOG:

21/09/23

