**OSCAR OUTINGS PROCEDURE**

In order to provide as wide a variety of activities as possible, Oscar staff will endeavour to arrange outings for the children to enjoy.

In the main these outings will be walking trips, with children attending. Pre-school and wraparound sessions being taken to visit the shops, library or park and events such as the annual Teddy Bear’s Picnic in Pages Park. Outings may also be arranged for After-School and Holiday Club children.

Pre-School and Wraparound

Parents/carers of children attending pre-school and wraparound sessions will be asked to complete an Oscar walking trips permission form giving their written consent for their child(ren) to be taken on walking trips around Leighton Buzzard as staff are able to arrange.

Prior notice will usually be given of any such trip although some will be arranged at short notice to take advantage of fine weather or a subject which has arisen during an activity or discussion with the children. Parents are asked to ring prior to collecting their child(ren) early from a session so Oscar staff can ensure they return from any trip in good time. No child can be taken on a walking trip unless an Oscar walking trips permission form has been completed.

For outings other than such walking trips, prior notice will be given and each parent/carer will be asked to complete a specific permission form for that outing. No child can be taken on an outing unless a permission form has been completed.

After School and Holiday Club

Prior notice will be given of any outing arranged for After School and Holiday Club children and parents/carers will be asked to complete a specific permission form for each outing. No child can be taken on an outing unless a permission form has been completed.

General Outing Procedures

* No child may be taken on an outing unless the appropriate permission form has been completed by the parent/carer.
* Staff/children ratios appropriate to the age range of the children on each outing must be maintained.
* At least one qualified first-aider must accompany each outing.
* A first-aid kit must be carried by the qualified first-aider on each outing.
* At least one mobile phone must be carried by the staff on each outing with the telephone number held by staff left in Taywood House or with the office at Clipstone Brook Lower School if no one is left in Taywood House.
* Contact numbers for Taywood House must be carried by the member of staff on each outing with the emergency mobile phone.
* Contact numbers for each child on the outing must be carried by the member of staff on each outing with the emergency mobile phone.

Signed on behalf of the voluntary management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_