

# Operational Procedures for Outings

Before Little Acorns will consider an offsite outing, the venue will be risk assessed; including A letter to parents notifying them of proposed major outings and requesting consent for outing. Appropriate staffing levels maintained and requests for parent volunteers.

## **On day of outing:**

Essential records & equipment are taken by managers. For example:  
Contact telephone numbers, first aid kit, mobile phone, Pre-arranged meeting time and place,  
Register taken on arrival, Children group with named key workers, 2 staff to take children to  
bathrooms at pre-arranged times, Register taken before departure