



The Children's Ark, Church Road,  
Pendeen,  
TR19 7SE  
Tel: (01736) 787167  
[office@childrens-ark.org.uk](mailto:office@childrens-ark.org.uk)  
Charity ref: 1147389  
Ofsted: EY457353

## Outing Procedure

For all outings arranged by the Children's Ark:

1. For local outings to our village, staffing levels will be maintained, but according to circumstances it may be necessary to exceed these ratios and have more staff.
2. All outings must be pre-visited and risk assessed, and extra adults (parents/committee) will be asked to help with ratio if needed.
3. Named children to be assigned to staff member.
4. Consent forms must be signed by parents before the outing.
5. Staff to take the Ark's mobile phone and mini first aid kit with them on all outings and any emergency medication needed by a child. At least one qualified paediatric first aider should be present at every outing.
6. The different needs of children must be catered for so that all can access the outing and feel equally included (summary list of special needs to be taken on trip).

### Outings that need transport:

1. Hire of coaches - every adult and child must have a seat with a seat belt and babies must have car seats.
2. If adults use their cars - MOT and insurance documents must be checked per car. Children should have car seats appropriate to their size.
3. Permission must be given by all parents for children to travel in the arranged transport. A record of vehicles, drivers and copies of insurance must be obtained before the outing.
4. On these outings the adult to child ratio must be 1:3 or as notified by the risk assessment. Named children must be assigned to staff members.
5. No non-staff to have unsupervised access to children.
6. No child left unattended in vehicle.
7. Procedure must be included in risk assessment for boarding and alighting from vehicle.
8. Maximum seating of vehicle must not be exceeded.
9. Different needs of children must be catered for.

This policy was adopted at a staff meeting of The Children's Ark:

Signed.....

Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson.....

Print Name.....

Dated.....

Date of review.....