

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Field Trip Safety

### POLICY:

Staff will ensure that safety is the first priority on all field trips and outings away from the Head Start site.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)*

### PROCEDURE:

1. A minimum of two Head Start staff will accompany children on any outings that are not on Head Start premises.
2. Children will wear identification tags on all outings. Identification will consist of the program name and telephone number. The child's name will not appear on the tag.
3. Emergency consent, contact forms and a fully stocked first aid kit must be taken on all field trips.
4. When going places that have either a large number of people present or areas that are remote and have few emergency facilities, the adult-child ratio will be at least one adult to 5 children.
5. Teachers must ensure that medication or equipment needed for the safety of a child with special needs (*asthma, diabetes or other potential life threatening condition*) is taken on the field trip.
6. Each child must have field trip permission form, signed by parent/guardian, in place prior to the trip.

*Approved by Policy Council: September 2018*