



POLICY ON OUTINGS

- Parental consent must be obtained prior to any outing
- A full risk assessment must take place prior to the outing
- If it is a small group daily outing that occurs on a regular basis ensure you sign out the children by name on the message book before departure
- Staff ratios must be maintained at the same level as in force in the nursery, with at least one further staff member.
- A first aider must be present, along with a first aid box. Also copies of each child's details containing contact numbers, allergies, etc must be available.
- The register will be taken on departure from the setting, arrival at destination and departure from destination. The children must be counted before departure and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge will be assigned and responsible for counting.
- A label must be attached to all children showing the name of the nursery and telephone number. Additionally it should also show the mobile number of one staff member attending the outing. This label must be displayed on the child in a manner which is visible and is not easily removable by the child.
- A staff member responsible for any child who is still undergoing toilet training must ensure a change of nappies/clothing is available.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drink must be provided at similar times to that of the nursery, with additional drinks offered if the weather is warm or if energetic exercise is included in the outing.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- All children must have appropriate dress and have spare clothing.
- All staff must wear fluorescent road safety vests, when walking, for high visibility.
- Lost child Policy must be followed in the event that a child is lost during the outing.

POLICY ON THE TRANSPORTATION OF CHILDREN

- Transport must be fully insured, fitted with safety harnesses or equivalent and the driver's details satisfactory.
- When a child is to be transported from a location that is not on the nursery grounds parents/carers must sign an agreement to enable this to take place.
- A full risk assessment will be undertaken in the event of a new location being used, prior to an agreement being made between parent/carer and ourselves.
- Routes of journeys will be stated in the risk assessment along with anticipated time allocation and appropriate Child: Adult ratio.
- If a vehicle is to be used for the transportation the vehicle will be fully insured and suitable seating will be used in accordance with current law requirements. Alternatively a 'Walking Train' will operate, ensuring any buggies have appropriate harnesses.
- A first aid kit and mobile telephone will be available on all walking trains and in all vehicles.
- All vehicles or persons in walking train will carry with them written details stating who they are, where the children are being transported from and to along with contact numbers in case of an emergency.