

## Trips and Outings Policy and Procedure

At Bell house nursery we recognises the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided. All policies and procedures that are implemented throughout Bell hose Nursery must continue to be implemented whilst on the trip/outing in addition to the procedure set out below.

Procedure:

- The nursery Manager and the Deputy must be informed and oversee the organisation of any trip/outing
- All parents should be well informed of the trip/outing and be provide with plenty of notice and detail if a big trip is planned, however if a spontaneous trip is planned staff will revert to registration forms for consent from parents.
- Written consent from the parents must be obtained for every child prior to them attending and trip/outing, this can be found on the registration form prior to joining the nursery.

A minimum of two emergency contacts must be provided by the parent on the consent form.

- Parents should be encouraged to participate in our trips/outings. However they must only take charge of their own child/ren and must never be left unsupervised with any other children.
- The room leader/deputy or a member of the nursery management team must attend the trip/outing, and be present during the whole outing.
- At least one qualified first aider (this is dependent on the size of the group) must be present at all times.
- A first aid kit must be taken on the trip.
- Staff and children's medication must be taken on the trip/outing (where necessary) the staff complete the outing form which states medication to take on the outing.

Please note that this policy discourages the splitting of the whole group, therefore if this occurs it should be treated as two trips.

There are no set ratios stated in the statutory welfare requirements during outings: however, the following must be adhered to (at the very minimum):

- 0-3 years: one adult - two children

- 3-5 years one adult - four children

Please note the above ratios may need to be reduced depending on where the children are visiting and the route that they are taking. A risk assessment will determine this and this is completed before the trip/outing commences.

- All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing
- Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day. Staff must also be provided with food and drink
- All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children.
- Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
- The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the owners.
- The nursery camera must stay with the person in charge of the trip/outing. In the event that the camera is lost, this must be reported immediately and the parents will be informed when they collect their child.
- All children must be provided with adequate clothing, and wear a high-visibility jacket
- All adults must be provided with a list of children attending the trip and the specific group that they are in charge of. The list must also contain any specific details relating to those children (medical/diet etc)
- A regular head count should be conducted and recorded throughout the trip/outing.
- A central meeting point must be arranged if the group needs to be split at any point.
- All policies and procedures should be adhered to whilst on the trip/outing.
- A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager or Deputy Manager

Checklist for visit/outings

- Consent forms for all children (which include at least two emergency numbers)

- A thorough trips and outings risk assessment has been completed
- List of children attending the trip and those who are responsible
- List of dietary and medical conditions along with medication
- Appropriate cups/bottles for the children and babies
- Nappies, wipes, tissues and spare clothes if required
- Nursery Mobile (fully charged and containing credit)
- First Aid Kit
- Sun cream (with consent) and a sun hat where applicable
- Suitable clothing
- Correctly stored food and drinks (for staff as well as children)
- High visibility jackets
- Reins or buggies if required for specific children.

**Reviewed by Tracy Cox and Clare Hayes**

**Reviewed on September 2016**

**Next review date September 2017**