



OUTINGS POLICY

At Tree Tops Day Care, we believe that children learn the most by using their senses to explore the world. We go out for walks on a regular basis. The level of care and safety provided in the setting must be followed off-site.

- Prior to any outing a risk assessment will always take place and be recorded, a walk form stating names of all children and adults going for a walk will be filled in and given to the Manager/ Deputy Manager.
- The parents will be required to sign an agreement (or disagreement) regarding their child taking a part in outings in the local community. This is included within the child's confidential records, which is to be filled in, prior the child starting Nursery.
- The adult will hold the children's hands whenever possible and pushchairs/ safety reigns will be used.
- First Aid supplies will be taken and a Qualified First Aider will be present on the outing.
- A qualified member of staff will be present on the outing.
- The leader of the outing will carry a register of names and contact telephone numbers in case of an emergency.
- The outing leader will carry a mobile phone in case of emergency.
- In the unlikely event that a child should become lost, our Missing Child Procedure will be followed.
- Staff will keep a record of all outings. This will record the date and time of outing, destination, equipment taken, the names of children going on the outing along with the names of staff caring for them.

The following should be taken to every outing:

- 1st Aid box (any important medication – allergies)
- Drinking water
- Contact list
- Mobile phone
- Spare nappies and wipes

Trips Involving Transport

Trips involving transport will always need extra parental consent. Parents will be provided with detailed information about the trip including a risk assessment and the details below will be acted upon if necessary. This will allow parents to make an informed decision as to whether they allow their child to attend.

Planning

- Staff and children lists will be made prior to the outing to ensure the correct ratios are maintained.
- Staff will be assigned specific children and be responsible for them at all times.
- Students must be accompanied by a qualified member of staff at all times.
- Public transport/ private coaches will be considered. Parents will have details of the mean of transport.
- Parents must sign a detailed consent form allowing their child/children to attend the trip.
- We will carry out a risk assessment that will outline all the possible risk factors that have been considered and actions that have been put into place to minimise them.

During the trip;

- Children with severe medical conditions will be assigned to a qualified member of staff, preferably the Manager or Deputy. Advice from parents will also be sought to ensure appropriate care is provided.
- Children with special needs will be assigned to a member of staff.
- Children that require medication will be assigned to the Manager, Deputy.
- Adults are required to stay in minimum groups of two adults. Parents who are accompanying their own children are free to go

off alone with their child. If they are supervising another child, then they must stay with another adult.

- All supervising adults, including any parents, will be provided with a map (if necessary), meeting up times, meeting places, departure times, a list of emergency contact numbers, details of first aid points if necessary and a list of first aiders contact numbers.