



Norfolk House Nursery

Trips and Outings Policy and Procedures

The Safeguarding and Welfare Requirements

3.25 3.28 3.29 3.31 3.32 3.33 3.34 3.65 3.66

* All Policies and Procedures also *

Norfolk House Nursery recognises the importance of trips and outings and encourages 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 Norfolk House Nursery must continue to be implemented while on the trip/outing in addition to the procedures set out below.

Procedures

- The Nursery Manager must be informed and oversee the organisation of any trip/outing.
- The Senior Nursery Manager must be informed of the location, date/times of the trip/outing and method of transport.
- All parents should be fully informed of the trip/outing and provided with plenty of notice.
- Written consent from the parents must be obtained for every child prior to them attending any trip/outing.
- A minimum of TWO emergency contacts must be provided by the parent on the consent form and these must be taken on the trip/outing.
- Consent for emergency treatment must be obtained from the parent and this must be taken on the trip/outing.
- Parents should be encouraged to participate in trips/outings however they must only take charge of their own child and must never be left unsupervised with any other children.

This Policy and Procedure was reviewed in October 2022 by Hayley Fox, Senior Nursery Manager	Date for next review: October 2023	Date Sent to Director: October 2022
Date sent to Nursery Manager: October 2022	Name:	Date disseminated to staff:
Proof read by Sulina Wyton, Office and Finance Manager: October 2022		

- The Nursery Manager or Deputy Nursery Manager must attend the trip/outing, and be present at all times.
- All staff must be qualified in first aid.
- A first aid kit must be taken on the trip and all staff must be informed of which staff member is in charge of this.

Please note that this policy discourages the splitting of the whole group, therefore if this occurs it should be treated as two trips i.e. each group should follow all procedures.

- There are no set ratios within the welfare requirements during outings; however, the following must be adhered to (at the very minimum):
 - 0-3 years: one adult to two children
 - 3-5 years one adult to two 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.

- At the very minimum 50% of the adults must be qualified at Level 3 or above.
- All dietary requirements must be adhered to and a full list of all requirements must be taken on the trip/outing.
- Food and drink must be provided at similar times to those at nursery and water 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 taken and managed by the person in charge of the child with any medical condition.
- Medication should be kept out of reach of all children.
- Nappies, pull ups, wipes, spare clothes etc. must be taken for those children who require them, the nappy changing and intimate care procedures must be adhered to at all times.
- Transport must be fully insured and the driver must hold a full clean driving license, confirmation of this should be sought and recorded.
- Drivers (or staff from the transport company who may be present) must hold a FULL DBS, the

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number and issue dates of which must be recorded with trip/outing details.

- Transport must contain a FULL seat belt (3 way) and children's individual car seats fitted by the parent.
- The maximum seat capacity of vehicles must not be exceeded at any time.
- The Nursery Manager or Deputy Nursery Manager must take the nursery mobile and ensure it is fully charged and contains credit. Staff are not permitted to take their own electronic devices or any personal belongings.
- The Nursery Manager or Deputy Nursery Manager must take charge of the nursery camera during the trip/outing.
- In the event that the camera is lost, this must be reported immediately and the parents informed when they collect their child.
- All children must be provided with adequate clothing.
- Each child must wear a high-visibility jacket and either a wristband or a label that states the name of the nursery and both the nursery phone number and the nursery mobile number.

THE CHILD'S NAME SHOULD NEVER BE WRITTEN ON ANY LABEL.

- All adults must be provided with a list of children attending the trip and the specific group that they are in charge of, it must also list any specific details relating to those children (medical and diet etc.)
- A regular head count should be conducted and the coach must not leave unless all children are accounted for.
- A central meeting point must be arranged if the group needs to split at any point.
- Where it is a spontaneous outing, such as a walk planned for the same day, the Child's Details Pack must always be checked and parents called to confirm that they are happy for their child to attend the walk.
- The person in charge of the nursery must be informed of the group's progress and whereabouts as parents may call the nursery to obtain information.
- All Policies and Procedures should be adhered to while 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 prior to the trip/outing taking place.

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- All staff should read and sign the Risk Assessment.

Checklist for visit/outing:

- Consent forms for all children (which must include at least two emergency numbers)
- A thorough trips and outings risk assessment has been complete
- List of children attending the trip and those who are responsible
- List of dietary and medical conditions along with medication
- Paper plates, cups etc.
- Nappies, pull ups, wipes, tissues and spare clothes (if required)
- Nursery Mobile (fully charged and containing credit)
- First aid kit
- Protective equipment for staff
- Sun cream (with consent) and a sunhat- where applicable
- Suitable clothing
- Correctly stored food and drinks (for staff also)
- High visibility jackets
- Wrist bands or labels
- Reins if required for specific children
- Push chairs should be taken for children who may become tired

This list is not exhaustive.

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