

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 3: Escort (Outings)**

3.1 ABC Nursery is committed to keeping children safe at all times, including when on outings outside the nursery. Prior to taking children out on trips we require that all parents, guardians and primary carers complete the relevant paperwork including: Permission slips, Medical Information, Medical Consent Forms and Essential Information Forms.

3.2 If the relevant paperwork is lacking or is incomplete then the A.B.C Nursery will decline to take a child off the premises.

3.3 If permission slips have been completed then we may take children out for short walks to the library, park or shops without asking parents for an endorsement of the consent.

3.4 If the relevant section of the permission slip has been completed we may take children into town on the bus without asking parents for an endorsement of consent.

3.5 If we take children for organised trips on a mini-bus we will ensure that 'over-the-shoulder' seat belts are used at all times. Booster cushions are provided by the hire company, however, should parents wish to provide their own, please bring in on the day and label clearly. Mrs Pyner will drive the mini-bus and there will always be at least one or two other adults, depending on the numbers, to supervise the children.

3.6 If we take children out on organised trips in coaches then we will always use the seat belts provided. We will also not take a child on the coach unless the parents have provided a 'booster cushion' for their child.

3.7 When hiring a mini-bus for use at the nursery, a copy of the vehicles insurance certificate will be requested in plenty of time before the trip takes place. The nursery will always use known, reputable suppliers of vehicles.

3.8 Vehicles will be inspected visually both internally and externally by a staff member before allowing children on board to minimise the risk of any injuries. Staff will not be carrying out mechanical checks, but checking for any obvious dangers

3.9 If we are taking children out on organised trips in a mini-bus or coach we will ask for an endorsement of permission prior to the trip, and indicate a time of departure and return.

3.10 The ratios on trips of adults to children will be as follows:

- Children 2 years old and under: one adult to two children
- Children 2 to 3 years old: one adult to three children
- Children 3 to 4 years old: one adult to four children
- Children 4 + years old: one adult to six children

3.11 Students can support up to two children, at the discretion of the Nursery Manager.

However, it may be an extra precaution to have wrist straps for extra control with students.

3.12 Considerations of the levels of independence and self-discipline of individual children and the levels of competency of the supervising adult should be taken into account when applying ratios.

3.13 It is also advisable to have wrist straps or reins on children who you know are not trustworthy enough to break away and not hold hands.

3.14 Risk assessments of the trip applies to 'safeness' of the environment and should also be considered when applying ratios of supervision.

3.15 Staff will never take children outside on our own with the exception of walking children between the nurseries for ballet or locally to the shops, school and library. However, this must be with prior permission of the Nursery Manager

3.16 Staff will not be allowed ever to take children out on their own if they have not undergone a CRB check for the setting and this has been received.

3.17 One member of staff going on a trip that is not immediately local must hold a current first aid certificate.

3.18 Essentials such as a first-aid kit and extra clothing / nappies will be taken in the Outings Rucksack. Documentation relating to the following will be taken: Medical / allergy information, consent forms, emergency contact numbers the ABC Nurseries lost child policy with us on trips out.

3.19 One member of staff on the trip must have the nursery's mobile phone to ensure that they can contact someone in the event of an emergency. The use of staff's personal mobile phone to take photographs on trips out is strictly forbidden. If staff toilet children on trips out then the same procedures apply to mobile phones and they must have their phone to another member of staff for safe keeping. This is for the protection of both the child & staff member

3.20 An experienced member of staff must be in charge of any trips.

3.21 Staff will ensure that children hold hands whenever appropriate and that they supervise children closely at all times, especially when crossing roads.

3.22 For the younger aged children and those children not so reliable at holding hands staff will use reins or hand straps to ensure that they do not wander off.

3.23 Staff will supervise children closely at all times to ensure their safety.

3.24 Staff will ensure that they count children regularly on trips out to ensure that no child goes missing for any length of time.

3.25 In the unlikely event of a child going missing then the procedures stated in the Lost Child Policy will be followed.

3.26 Staff taking children on trips **MUST** read the procedures which are found in the trip bag before taking children out.

3.27 Reflector jackets must be used wherever possible.

3.28 A copy of a Risk Assessment form will be requested from all venues children will attend on outings or regular trips.

