

# Outings Operational Procedure

## AIM

The children's safety is our priority and we will follow guidelines and carry out procedures to ensure this when planning an outing

## Planning an Outing

- The venue is not too far to travel to
- Senior members of staff will visit the venue
- Check it is a suitable venue with age appropriate activities
- We will take into consideration the venue is suitable for any child with allergies, special needs or cultural requirements
- When hiring a coach the owner will check it has correct seat belts, MOT certificate and the driver has a valid licence
- The coach has the correct number of seats to accommodate each child and supervisors
- We ensure there is the correct ratio of adult to children needed for the venue we are visiting
- A risk assessment is completed taking into consideration the venues guidelines (we allocate member of staff to complete this)
- Recap our emergency procedures in the event of an emergency with all adults

## The Outing

- Parents are given information about the outing by letter/email
- A permission slip is attached to the letter for parents to sign
- Staff are allocated named children to ensure they are responsible for them
- Children will not be left unsupervised at any time
- We ensure access to a working phone and give out the venue phone number in case signal of nursery phone is not working
- We take important information/equipment for staff/ child i.e- contact details, medication, spare clothes, plastic bags, buckets and first aid kit
- All qualified members of staff hold an up to date paediatric first aid certificate

## Walking Bus

- A risk assessment is completed (an allocated member of staff completes this)
- The correct staff /child ratio is met
- Prepare the children with examples and information prior to the walk. Ensuring the children are aware of road safety
- Children will be supervised at all times
- Staff to have individual mobile phones and only to be used following the missing child procedure

