



OUTINGS POLICY

St Paul's Walden Nursery will seek parental permission before taking a child on any outing.

For all Nursery outings a ratio of one adult to two children applies at all times.

All staff will ensure that the children are dressed appropriately for the weather at all times (sun cream, hats, rain covers, warm clothing).

All staff have basic knowledge of first aid (cuts and bruises).

Local Walks & Visits (park, town, supermarket, library)

Staff will use prams and buggies for younger children and use reins and hold hands when walking with older children.

Staff must tell the Nursery Manager the names of the children they are taking.

Staff must inform the Nursery Manager before leaving the building and again on their return.

Policy Adopted by St Pauls Walden Nursery
Signature
Signature
Review Date

January 2017
Position: Committee Chair
Position: Manager
January 2018

The staff must be aware of traffic and take necessary precautions when crossing roads.

Staff will carry a mobile phone and a 'first aid kit bum bag' with them at all times.

Supervision is a must at all times, for example when children are playing in the park.

If any problems they **MUST** contact the Nursery Manager immediately.

Excursions (coaches, trains etc)

Prior to a visit to a Farm/Zoo the Nursery Manager will make sure that the Farm/Zoo complies with all Health & Safety Regulations under current law.

All staff and helpers must read and understand 'Health & Safety Executive information sheet'.

Coaches are booked in advance and the company is notified of the group size and the age of the children. We ask for confirmation that the coaches will be provided with seat belts that are suitable for young children.

A register will be kept of all children, staff and helpers on the trip. The register will be taken before leaving the Nursery and again before leaving the destination to make sure that everyone is present.

Each member of staff and helper will have the responsibility of two children for the duration of the trip.

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During the excursion children, staff and volunteers walk around in small groups in case someone needs any assistance.

Management staff will carry a mobile phone at all times. The Nursery staff is able to contact staff on the outing and Management staff on the outing are able to contact Nursery staff in case of an emergency (breakdown, accidents etc) and to access child personal details.

A full First Aid Kit will be taken by management staff to the destination.

We will make sure that we are well equipped with the following:

Spare clothes

Plastic bags

Potties

Nappies and nappy changing equipment

Travel sickness bowl

Medication

Buggies

Drinks

Packed lunches

Parental help is always welcomed on outings.