



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



TRAINING DEPOT DAY NURSERY

OUTINGS PROCEDURE

Written permission by the parent has to be obtained for their child / children to attend a Nursery outing. Parents sign general outings consent which forms part of their child's registration form when the child first starts at Training Depot Day Nursery. For specific outings i.e. to the Farm, separate consent forms will be asked for. These consent forms are kept in nursery records for a period of 5 years.

A Trip Risk Assessment will be discussed by staff and completed for each trip the children attend. There are details recorded on the risk Assessment of the actual trip to the named event and a Risk Assessment of the actual venue. This ensures that the children's safety is kept paramount. For each trip or outing the following details are recorded and kept:- destination, date, time of departure, time of arrival, Level 3 qualified staff members name, all names of staff, students, volunteers accompanying the trip, children's full name and age and total number of each age group attending.

A list will be made of all the risks and hazards which may arise for the children and will identify the steps that will be taken to remove, minimize and manage the risks and hazards identified. There will always be level 3 qualified staff accompanying the Nursery trips. A First Aider is always present and carries with them all first aid items that might be needed. The Leader in Charge of the trip, will take with them a mobile telephone to use if needed - this is kept in their pocket and only use in emergencies and not to take photographs. When smaller groups of children go on short trips out from Nursery, ie to the Park Museum, to the park, to the field to play games etc., staff ratios are maintained and extra staff will accompany the group when necessary.

Full Day Trips

All members of staff accompany the children on all day trips. Staff/child ratios are maintained with more staff than legally required being present. When the Nursery is out on an all day trip, all members of staff divide into groups of 2 staff and have the responsibility for a small group of children each. Parents are invited to join the Nursery on the day trips out. Throughout the outing the number of children are counted by the designated responsible member of staff in their smaller groups. When all staff and children are seated on the coach for the return journey they are counted by the Manager

or Deputy Manager and finally will be counted again when they arrive and are back inside the Nursery.

The Coach Company that the Nursery hires for each outing always supplies coaches that have fitted seat belts and drivers who are CRB Police checked. The Nursery will record details of the driver of the coach and the coach company's insurance details. Before leaving on any Nursery trip, the total number of children is totalled by the Manager, Deputy Manager or Room Leader inside the Nursery building. The numbers will be re-counted once aboard the coach (if travelling by coach) before departing from nursery.

Staff are responsible for providing the children with regular stops at toileting facilities and for those children not yet toilet trained, regular nappy changes will be made.

If going on a whole day Nursery trip, the Nursery will provide a healthy packed lunch in line with the guidelines from Family Food First. Parents are asked to dress their child / children in appropriate clothing and footwear taking into account the weather and location of the trip. Extra drinks of water will be provided by staff if the weather is warm. Parents are asked to supply nappies, wipes, change of clothes (if potty training), sun cream, etc., which their child/children will need for the day.

Each member of staff will be responsible for all the items relating to the children in their designated group. If the Manager is absent due to sickness on the day of the outing, permission will then be sought from Mr David Reavell, Owner to continue.

Each outing will be reviewed and if there were any problems, they will be recorded on the Risk Assessment Sheet with any recommendations for future trips.

Reviewed in March 2017 by Mrs Melissa Reavell
Adopted by all Staff Members