

**Day Trips Policy**

The following procedures should be adhered to if and when The Life Nursery go out on an outing.

1. A risk assessment of the intended venue should be completed beforehand by the Nursery Manager.
2. Signed consent will be obtained from all parents/carers prior to the outing.
3. The correct staff to child ratio will apply during the outing, however, this may be increased depending on the situation. A ratio of 1:2 as minimum will be used. Wherever possible parents will be encouraged to participate in the trip.
4. There will be a named first aider present at all times and a suitably prepared first aid box will be taken along.
5. Copies of contact numbers will be taken and any medical conditions will be noted and acted on accordingly.
6. All members of staff will carry a mobile phone and only to be used in an emergency.
7. Nursery children are encouraged to wear high visibility jackets.
8. Parents will be advised to provide appropriate clothing for their children, ie: a raincoat and sensible shoes.
9. Children will be counted before setting off for the trip, whilst on the coach (if used) and at regular intervals during the outing. The procedure will apply when returning back to nursery.
10. In the event of a coach or bus being used, this transport will be fully insured, all seats will have a seat belt or safety harness and the maximum number of seats will not be exceeded.
11. If, on arrival, the children are split into smaller groups, there will be a designated number of staff in charge for each of these sub-groups. No person may be left alone with children.
12. Meeting points and meeting times will be decided beforehand and will be adhered to at all times.
13. Toilet facilities will be identified beforehand.
14. Children will be offered regular toilet breaks.
15. Lunches should be provided by parents in a named bag. No glass bottles permitted, only plastic bottles.
16. Parents will be notified of the drop off point and pick-up points and times prior to the outing.
17. All children must be dropped off and collected from nursery and signed in and out with times.

**Children going missing on an outing**

This describes what to do when our staff have taken a small group on an outing, leaving the Manager and other staff back at the nursery premises. If the Manager has accompanied the children on the outing, the procedures are adjusted accordingly. What to do if a child goes missing from a whole group outing may be a little different, as parents usually attend and are responsible for their own child.

* As soon as it is noted that a child is missing, the staff members on the outing ask the children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray.
* One member of staff searches the immediate vicinity but does not search beyond that.
* The Manager or Deputy on the outing contacts the police and reports a child as missing and notify the venue.
* The Manager is contacted immediately (if not on the outing) and the incident is recorded.
* The Manager will contact the parents.
* The Life Nursery staff will take the remaining children back to the nursery as soon as possible.
* According to the advice of the police, The Manager or Deputy Manager should remain onsite, where the child went missing and wait for the police to arrive.
* A recent photo of the child will be given to the police with a description of what they were wearing.
* The Manager will contact the Directors and report the incident. The Directors will come to the premises immediately to carry out an investigation with the Manager, where appropriate.
* The Life Nursery staff will remain calm and ensure the children do not become anxious or worried.

For the Investigation process, please refer to the ‘Missing Children Policy’

Reviewed by Louise Gray, Nursery Manager and Fran Edwards, Deputy Manager – September 2020

Policy read and agreed by:

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