



OUTINGS POLICY

In the unlikely event of us leaving the farm, practitioners are to ensure when taking children on outings off site, to carry out risk assessments prior to going out.

Practitioners must explain where they will be going and talk about safety routes, such as if walking, taking public transport, listening and responding to staff.

Buggies used for outings must be checked before placing children into them. Staff to ensure buggy wheels are in good working order and straps are well fitted.

First Aid bag must be taken at all times, containing children's and staff details, emergency contact numbers, medication of children which may be required, spare clothing, plastic bags and nappies. For longer journeys water, cups/beakers and fruit/sandwiches.

The nursery mobile phone must be taken at all times and be fully charged.

A Level 3 practitioner with an up to date First Aid certificate, must be present on all outings.

Children who are walking must be at 1:2 ratio at all times when off site. Children are required to wear harnesses or wrist reins, held by practitioners.

Babies are to be in ratio when using buggies.

All children must wear a label showing the name of the setting and telephone number (BUT NEVER NAME OF THE CHILD).

Staff are to complete a record of all outings (please see file in office). This will record the date and the time of outing, venue, method of transport, any risk assessment, the names of children going on the outing with names of staff caring for them.

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required