

# Little Rainbow Nursery

## Procedure for an Outing

In order to ensure high safety standards during outings, the following procedures must be followed in order to keep the children safe and secure at all time:

- A member of staff completes two outing forms; this form should state the number of children attending the outing and names of all the staff attending as well as names of two staff and their contact numbers.
- One outing form must be given to the nursery manager before the outing. The second should be taken with the member of staff that completed it. The outing form is used as a register.
- Before the children leave for the outing, they must wear a badge. This badge states the name of the nursery, address and contact number in case a child is lost.
- The member of staff who completes the outing form must also take with them the first aid kit and drinking water.
- All children must be dressed appropriately according to the weather i.e. hats, coats.
- During hot conditions, sun cream must be applied in order to protect children from the sun
- The member of staff that completed the outing form must carry out a head count after the children have lined up.
- All staff are given key children to look after. 1 adult to 2-3 children.
- Before leaving for the outing, a check must be carried out by doing a head count.
- When out of the nursery all children must hold hands with the adult.
- Staff need to ensure that all children stay on the pavement and do not walk on the roads. Use safe, pedestrian crossings at all times.
- When everyone has reached the destination of the outing, another head count must be carried out, for another check.
- Staff need to ensure that they have the nursery number as well as the manager's number in case the nursery number is busy when attempting to call.
- On outings, where food may be taken for children to eat. An allergy list must be taken in order to identify those children with allergies.
- Before leaving the destination in order to return to the nursery, all staff must look after the children, which they had in the beginning of the outing and must hold their hands.
- A check must be carried out by doing a head count by the person that completed the outing form to ensure all children are present.
- Children should practice safe code. i.e. what they should do when they get lost. Children should practice this by doing role play activities beforehand. Where they could be taught what to do when lost, such as; stay where they are, do not talk to strangers etc.

- All the staff are responsible for the whole group.
- If a child is lost in any circumstance the lost child procedure should be followed.

**Please note: The member of staff that completes the outing form (register) is responsible for ensuring that all the children are counted for, before leaving for the outing and before coming back into the nursery.**

This policy was adopted on: April 2021

Date for review: April 2022