

# Thanet Early Years Project

## Outings Policy and Procedures

The following will be taken on all outings:

- Mobile phone
  - First aid kit
  - Children's emergency contact details including medical conditions and needs
  - Children's medication
  - Missing child policy
  - A register
  - Spare clothes/Blanket
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- Permission to take individual children on a nursery outing must be given by parents/carers who sign the relevant consent form. This permission is also to be given on the child's registration form as part of the daily activities of the setting.
  - Parents are required to sign additional consent forms for any main outings for example to the zoo. These outings are more than a short trip away from the nursery for a short period of time and may require transport.
  - There will be enough staff present to sufficiently care for the children and keep them safe. Children will therefore be assigned to individual staff to ensure each child is supervised adequately.
  - The children will be spoken to about the outing, and what is expected for example rules, boundaries before leaving the nursery premises.
  - Staff must be assigned a small group of children for who they are responsible for and who ensure no child gets lost and that there is no unauthorised access to any child from someone outside the nursery.
  - Younger children will always hold an adult's hand when walking to and from the setting. Older children will walk in twos in front of their assigned adult. The whole group will always stay together and walk at the pace of slower children.
  - Roads will only be crossed where necessary. If a road must be crossed, one member of staff will control the traffic, allowing the children and other adults to cross safely.
  - When arriving at the destination, a headcount will take place. This procedure will be regularly carried out throughout the outing and upon safe arrival back at the Nursery.
  - In case of an accident, this will be treated by the first aider at the place of the incident. If needed an ambulance will be called and then the parents contacted. Wherever possible, if the accident is less major but more serious than what is considered minor, the whole party, will return to the setting.
  - If a child is found to be missing during the outing, we will follow the guidelines set out in the TEYP Procedure for Missing Children.
  - Children may not be transported in Thanet Early Years Project Staff 's own vehicles.