

## **OPERATIONAL PROCEDURES FOR MINOR OUTINGS**

Prior to any new outing a prior visit will be made by a member of the management team and a risk assessment drawn up, timings, details of facilities. Outings will be open to all children if they are of required age.

1. Parents will have already signed a prior consent form at induction which will be held in the child's file.
2. At all times child – adult ratio must be adhered to. Extra staff or parents/ volunteers may be invited to accompany children on certain outings. The ideal ratio would be 1 adult to 2 children depending upon their age.
3. The person in charge must hold a level 3 qualification and a qualified first aider must also be present on the outing.
4. When on an outing the group will remain together at all times especially if parent volunteers are accompanying. Each adult will be assigned set children to look after during the outing.
5. If a child has an accident or requires the bathroom only qualified and DBS checked nursery staff, or the child's parent/carer are to administer to their needs.
6. All vehicles used on outings must comply with health and safety regulations, motoring regulations, have valid MOT, insurance, car tax and be fitted with appropriate child restraints and not exceed seating numbers.
7. Ensure following equipment is taken on outings;
  - First aid kit
  - Mobile phone
  - All emergency contact numbers
  - Registration list of children on outing
8. All children are to wear a yellow tabard with nursery name and number on for easy visual recognition and if they should stray from the group.
9. On all trips there will be a designated person in charge and a first aider.
10. In the unlikely event of a child going missing lost child procedure for outing to be followed, ensure a copy has been taken to refer to.
11. OSTED to be informed should there be any incidents.
12. Keep written records of any accidents/incidents.