

## The Oaks Nursery

### Outings procedure

#### Aim

That The Oaks Nursery staff, parents and volunteers are aware of their responsibilities and subsequent reporting procedures when planning, arranging and supervising children on outings.

To ensure that children remain safe whilst away from the nursery premises we will;

- Undertake a full risk assessment on each location prior to the visit taking place
- Use transport hire company that meets all the legal requirements for transporting children (ie; seat belts and correct number of seats for the amount of people travelling)
- Record the drivers name, registration details and company contact number when transportation arrives
- Ensure that the adult to child ratio's are 1 adult to 4 children or less.
- Ensure that a qualified 1<sup>st</sup> aider is part of the group.

The lead member of staff with responsibility for the event will;

- Brief all adults on the location of the first aider and first aid kit, reporting procedure for incidents and accidents, prior to departure
- Make known her mobile phone number, and record a mobile contact number for each adult
- Keep a record of the names of children with each adult.
- Hold parental permission forms
- Hold contact numbers of parents/carers of the children
- Hold emergency contact numbers for staff/parent/volunteers
- Provide a high visibility jacket for each adult
- Contact the nursery manager in the event of a serious accident or incident occurring

The nominated first aider will carry;

- Any necessary medication
- Outings accident book
- 1<sup>st</sup> Aid Kit

Adopted on: 10<sup>th</sup> June 2009

Signed on behalf of The Oaks Day Nursery:

Name: Chris Comper

Job title: Nursery Manager