

Beechwood Childcare Limited.

Trip / Outing Procedure

Before the day of the trip

1. Gain confirmation of arrangements for trip
2. Arrangements to be made for transporting to and from venue transport to include proper restraints
3. Itinerary of day's activities / events planned
4. Ensure staff to children ratio can be maintained throughout (this may include parents/carers)
MAX 2:1 (until they are 3) – MAX 4:1 (3 & 4 year old)
5. Register and copy of registration forms collated (originals to be left in nursery)
6. Make certain consent forms are received for all children the attending trip
7. Complete a risk assessment and share with staff team

Morning of the trip

1. Gather copies of relevant documentation, including risk assessments and registration forms. Each child to be issued with a hi-visibility jacket with settings name and number displayed, or a sticker stating the same information.
2. Ensure adults are aware of any specific needs of children within their group
3. Drinks and refreshments prepared
4. First aider and kit present **TO INCLUDE MEDICINE AND INHALERS WITH CONSENT FORMS**
5. Reins, wrist straps, buggy's and pushchairs where required to be assembled
6. Mobile phone **CHARGED** (number to be left in nursery)
7. Selection of spare clothing, nappies etc

During the trip

1. Follow itinerary
2. Head count to be carried out at regular intervals during the day.
 - a. Before setting off
 - b. Arrival at destination
 - c. Lunch time
 - d. Before leaving
 - e. Arrival back at nursery
 - f. After any activities that involve children being split into groups or where children move away from adult eg: free play
3. Children should **NEVER** be allowed in to any public toilet area on their own