

## Outings Procedure

During the registration process a permission slip is to be signed to allow staff to take a child off of the premises, as part of a learning experience. These may be planned or un planned trips to visit places such as the ducks, the library or local woods.

Very occasionally staff may need to take small groups of children in their own vehicle for school visits, separate consent will be sought, the member of staff will inform their insurance company that the vehicle will be used for business use and copies of the insurance and cars MOT will be kept on file.

An annual trip to a setting such as Court Farm would require separate permission slips as the children will have to travel on organised transport. The adult: staff ratio will always be 1:3 or better when outside of the nursery premises.

An individual risk assessment will be carried out for individual trips or visits out, taking into account all safety aspects.

Items to take

Contact numbers for children and staff

Mobile phone, which parents can access the number to should they need to contact us and that we can use in emergencies

Spare clothes and changing equipment

First aid kit

Medication, if necessary