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## **OUTINGS PROCEDURE**

Written permission by the parent has to be obtained for their child / children to attend a Nursery outing. Parents sign general outings consent which forms part of their child's registration form when the child first starts at Training Depot Day Nursery.

A Trip Risk Assessment will be discussed by staff and completed for each trip the children attend. There are details recorded on the risk Assessment of the actual trip to the named event and a Risk Assessment of the actual venue. This ensures that the children's safety is kept paramount. For each trip or outing the following details are recorded and kept:- destination, date, time of departure, time of arrival, Level 3 qualified staff members name, all names of staff, students, volunteers accompanying the trip, children's full name and age and total number of each age group attending.

A list will be made of all the risks and hazards which may arise for the children and will identify the steps that will be taken to remove, minimize and manage the risks and hazards identified. There will always be level 3 qualified staff accompanying the Nursery trips. A First Aider is always present and carries with them all first aid items that might be needed. The Leader in Charge of the trip will take with them the nursery mobile to use if needed – this is kept in their pocket and only use in emergencies. When smaller groups of children go on short trips out from Nursery, i.e., to the Park Museum, to the park, to the field to play games etc., staff ratios are maintained, and extra staff will accompany the group when necessary.

Staff are not permitted to take their handbags or any personal belongings with them. Staff's priority is the safety and well-being of the children. Disciplinary action will be taken if this is not the case.

**Each outing will be reviewed and if there were any problems, they will be recorded on the Risk Assessment Sheet with any recommendations for future trips.**

Reviewed August 23