

22 Outings Procedures

Summertime have the following procedures in place when taking the children outside of the registered premises;

- A risk assessment/outings form will be carried out prior to children leaving the premises.
- The manager/senior member of staff will check and approve where they are going and the route that they will be taken.
- Risk assessments will be carried out of the area on arrival for possible hazards. For example on arrival at a local park staff will check for drug needles, broken glass, dog faeces, and faulty equipment.
- Ratios will be met at all times, and are appropriate to the activity being undertaken.
- Written permission/consent is sought in the registration form from parents in order to take the children off the registered premises.
- An emergency bag containing the
nursery outings mobile phone,
first aid box,
children's medication
contact details for children's parents.
- Appropriate clothing will be worn to meet the needs of the children
- High visibility jackets will be worn by all staff members and by all walking children.

For whole setting outings

A more in-depth risk assessment will be written to cover transport and the venue.

The staff will be allocated specific children

Check lists will be completed to ensure everything is packed

Additional parental permission will be sought.

Parents will be invited along but will have no responsibility for children other than their own.

Cathy White
Manager
March 2025