



BUXTON NURSERY

Outings procedure

- Written permission has been given by parents for their child to go off premises (see registration form). For day trips a letter will be sent with a consent form.
- We will keep records of all vehicles with driving licences, MOT certificate and insurance that covers us for business use.
- We will use appropriate harnesses, seat belts, child seats and booster seats.
- We will not exceed the maximum seating for a vehicle.
- The adult: child ratio will reflect the age and stage of the children and the nature of the outing.
- We will gather all possible information about the venue and if necessary make a visit prior to the outing to ensure that the journey is safe and the venue is safe.
- We will follow the procedure for emergencies during outings and also lost child procedure.
- We will take the minimum of 2 working mobile phones.
- We will have access to necessary child details and also staff details.
- We will carry:
 1. First aid kit and accident sheets.
 2. Prescribed medication
 3. Spare clothes
 4. Buckets, tissues, carrier bags, disinfectant and cloths, disposable wipes.
 5. Emergency procedure-in vehicles travelling.
- We will ensure that outings are inclusive and that the individual needs of each child are catered for.
- **NO CHILD WILL BE LEFT IN A VEHICLE UNATTENDED.**
- Extreme care will be taken when walking with children, crossing roads and when getting in and out of vehicles.

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)