

# Bambino Ltd

## Day Trips Policy

Version	Date	Author	Comments
1.0	23/08/12	Bambino Ltd	Initial release and adoption of policy (formally this was part of the Visits and Outings Policy)
1.1	25.02.2016	Jo Stainsby	Added staff requirements; qualifications, DBS and first aid/ medication. Included rules regarding emergency mobile phone.
1.2	17.10.2016	Heather Clark	Added completing risk assessment and outings record before leaving

## Day Trips Policy

Permission will be sought in advance for any visits or outings involving the transportation of children away from the nursery. Local trips on foot are covered by the Visits and Outings Policy.

We will inform all parents whether a private vehicle will be used. Any transport used will have the necessary checks made and any copies of certificates and identification will be taken prior to the trip.

When taking the children on a trip the nursery will:

1. Secure individual written consent slips signed by a parent.
2. Advise parents of the time and place the visit will take place.
3. Advise parents/carers on the equipment needed for the trip i.e. suitable clothing, packed lunches etc.
4. The staff/child ratio depends on the age of the children and will be advised at the time.

The staff members will:

1. A risk assessment and outings record will be completed before leaving
2. Divide the children into small groups.
3. Ensure that there is an appropriate amount of qualified and DBS checked staff and at least one staff member with paediatric first aid.
4. Take a register with them.
5. Take a first aid kit and children/ staff medication.
6. Take contact numbers.
7. Take the nursery mobile phone in case of emergency, however the mobile phone policy must still be adhered to; it is specifically for calling in an emergency and must not be used for personal use, photos/videos etc.
8. The staff members will contact the nursery at least once whilst out on the trip.
9. All children will wear a sticker with the name and the name of the nursery.
10. Headcounts will be carried out on leaving the nursery, on arrival at the designated place, regularly during the visit and before departure.
11. Information about the trip, including names, contact telephone numbers and the destination, will be available at the nursery.

12. Copies of any information regarding allergies, medical conditions, or any drugs to be administered will be taken.
13. Contact the nursery about any incidents that cannot be immediately resolved.

