

OUTINGS POLICY

Calthwaite Nursery aims to ensure that the following procedures are in place to ensure the safety and welfare of the children in respect of any outings which take place away from the registered premises:

- For brief local outings lasting under 2 hours parents/carers will be required to complete an annual consent form
- For outings lasting over 2 hours parent/carers will be required to complete separate consent forms in respect of each visit
- A risk assessment will be carried out in respect of all journeys and visits
- Appropriate insurance will be in place
- If transport is involved, records will be kept of all vehicles, insurance and drivers (including licences and MOT certificates)
- Contracted drivers and escorts will be checked for suitability if they have unsupervised access to the children
- If the children are being transported in vehicles they will all wear seatbelts and child seats/booster seats will be provided where necessary, and the maximum seating capacity will not be exceeded
- The adult child ratios will be maintained at all times, and taking into account the nature of the visit/activities they may be increased
- In the event of an emergency staff will follow the appropriate procedure i.e. missing child, accident, sick children, health & safety
- A qualified first aider will be present on all visits
- Staff will take the following equipment/paperwork on all visits:
 1. Risk assessment
 2. Mobile 'phone
 3. First aid box
 4. Children's registration forms
 5. Emergency contact numbers
 6. Register
 7. Spare clothes
 8. Staff contact numbers

OUTINGS CONSENT FORM

In accordance with the Calthwaite Nursery Outings Policy, for brief local outings under 2 hours duration we ask parents to give their consent on an annual basis.

This allows the staff caring for your children to be flexible, creative and spontaneous which contributes to the quality of the activities they can offer.

For any other outings lasting over 2 hours parents will be asked to complete a separate consent form.

CONSENT TO TAKING YOUR CHILD OFF THE PREMISES FOR UNDER 2 HOURS

I _____ legal guardian of _____

give my permission for staff to take my child off the premises for outings under 2 hours.

Signed _____

Date _____