

# **CHESTNUT HOUSE DAY NURSERY**

## **OUTINGS & VISITS POLICY AND PROCEDURE**

1. When taking children out of nursery, permission will be sort from parents/guardians. This will be obtained either by permission slip/form, verbal communication or from the consent form that is attached to the child's contract (this should only be used for trips within the village).

Trips that involve leaving the village require a parental signature. In the event of a parent not being able to sign, then we will allow a verbal agreement over the phone.

2. Staff should always ensure they have a list of the children they have with them, as well as a list of emergency contact numbers, mobile phone and a first aid kit.

3. On leaving the nursery premises, a list of the children and staff attending the trip should be left with the Manager, including details of the trip e.g. where they're going, estimated time away etc.

4. Staff should always be appropriately ratio when outside of nursery and groups should never be so large that staff are not able to safely supervise them.

5. Children being transported in cars should always be secured with appropriate car safety equipment, for example, car seats, booster seats and seat belts.

6. Where possible, a risk assessment should be carried out of the place being visited, or at least, the risks should be considered.

Links to EVERY CHILD MATTERS...

- Protecting children from harm and helping them stay safe
- Organisation