



BRIGHT START DAY NURSERY

Operational Procedure for safe conduct on outings

We recognise that children can learn a great deal from going on trips.

We always inform parents in advance of when a trip is due to take place and where we intend to go.

Bright Start Day Nursery holds full insurance cover for excursions.

If you wish your child to take part in an outing, you will be required to sign a permission slip.

For safety reasons, child/adult ratios will not exceed CIW regulations at any time.

An appropriate age-related safety restraint (car seat/booster seat) for transport must be provided by the parent. If you feel that your child is old enough to use an adult seat belt, you will need to state this on the parental consent form.

Staff request that parents dress their children appropriately for the outing, providing hats/sunscreen and spare clothes as necessary.

All staff accompanying children on the visit will be given written details of Lost Missing Child procedures to be used in an emergency and/or separation from the group.

Each member of staff is responsible for named individual children throughout the day.

We provide appropriate equipment e.g. pushchairs/reins.

A minimum of two qualified first aiders will be present during the trip with first aid kit.

For ease of organisation we provide food and drink as necessary for the period of the trip.

Signed consent forms, children's registration forms and parental contact numbers will be carried at all times.