

Outings or Short Trip Procedure

The Statutory Framework for the Early Year's Foundation Stage sets out standard 3.64 - 3.65 on the procedure for Outings. Bloom Day Nursery will follow all recommended guidelines when taking children on trips or short walks ect..

Parents will be informed and consulted with full details of the trip, this will include the date of the intended outing, departure and return times and the need for any suitable clothing requirements. Prior to the outing parents will be requested to provide written consent for their child/children to attend.

Adult/child ratio's will be determined by the risk assessment. All journeys and routes to be taken will be fully risk assessed beforehand and any concerns detailed on Bloom Day Nursery's formal risk assessment documentation.

Documentation for a risk assessment must include the time, place and location, names of all going on the trip/outing/walk, departure and estimated return times, reason for the outing, medical/dietary needs of individuals, transport to be taken, grouping of adult/child ratio's, details of meeting points and details of emergency procedures. A section for an evaluation of the event must also be included on the risk assessment.

All forms of transport must be fully insured, properly licensed, hold a current certification of inspection (MOT) and fitted with correct seats/seat belts. Resources that may need to be taken are first aid boxes, medical needs equipment, tissues, spare clothing and hygiene materials including sickness bags. There must always be one named person with a valid First Aid certification. Emergency contact details for all in attendance of the trip/outing/walk ect..., and a mobile telephone, in case of emergencies.

Headcounts of children and Bloom Day Nursery carers will be taken before departure and every 20mins thereafter until returned to the nursery premises.

Ratio's on outings:

- 1:1 up to 1 year old
- 1:2 up to 2 years
- 1:3 up to 3 years old
- 1:4 3 years up to 5 years old

In the event of a trip that involved animals, hand washing hygiene procedures will be carried out after every animal contact.

Date of review: March 2018