

## **OUTINGS POLICY WITH STAFF ONLY**

At Jellytots, we have agreed the procedures for the safe conduct of outings.

A risk assessment is completed before an outing takes place and is displayed for parents to see outside.

This would include the Risk to children with on-going medical conditions (see our Health and Safety Policy - First Aid and Medication).

Medication for the child will be taken in a sealed plastic box clearly labelled with the child's name and the name of the medication, a copy of the consent form and a card to record when it has been given, with the details as given above.

On returning to setting, the card is stapled to the administering medicine sheet and the parent signs it.

Our adult ratio is high, normally one adult to two children.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

Parents sign within the Jellytots enrolment form giving consent to staff taking children to see things in the local area.

Parents sign separate forms giving consent to Jellytots staff taking children on outings further afield.

Contact details for callers to the Jellytots mobile will be posted on the entrance door.

Registers and emergency contact numbers for both children and staff are taken on every trip.

On trips where parents are with their children, staff will have the work phone with them in case of emergencies so that we can have contact both ways.

First aid box and spare clothes will be taken and where not available, refreshments will also be taken for the children

*Policy Re-adopted 9<sup>th</sup> October 2024 – R Cockbill Chairperson*