

Apple Tree Day Nursery Short Trips Policy & Procedure.

Apple Tree Day Nursery will actively promote and encourage short trips. This is a valuable learning experience for all children.

On admission to Apple Tree Day Nursery, parents/ carers will be asked if they would give their permission for their child to go on short trips. If this permission is refused, it will be made aware to all staff. If permission is granted, staff will follow the short trips procedure to ensure the safety of children and staff.

- 1. Staff will ensure that all children going on the short trip are permitted to do so.*
- 2. Before a short trip takes place, the staff members who will be accompanying the children will make themselves aware of the risk assessment in place for the journey and destination. Please see Short Trips folder.*
- 3. For children under the age of 3 years it will be decided by the Manager, how many push chairs will be needed.*
- 4. At least one member of staff that is present during the short trip will be qualified in administering first aid.*
- 5. A short trips checklist will be completed before leaving the premises.*
- 6. The adults and children leaving The Nursery premises will sign out using the registration system.*
- 7. When staff leave The Nursery for a short trip, they will ensure that the children are dressed appropriately for the weather.*
- 9. All parents/ carers are welcome to join us on short trips.*

Ratios

The legal required adult: child ratio will be maintained at all times during

the short trip, but we will always try to maintain a higher ratio to minimize risk. Our short trip ratio will be:-

Staff: 1: 4 3-5 years. 1: 3 2-3 years 1: 2 3 months-2 years

In the event of a lost child incident, staff will follow the Lost Child Policy & Procedure.

Reviewed and Agreed on

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Review Date 1.1.2016

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