

Cherrytree Nursery School Ltd

Procedures for outings

No child will be taken on any form of outing without prior written consent from the parent/ guardian.

The Nursery will ensure that on all outings there is an adequate ratio of staff to children, which will not exceed 1: 4.

Staff are notified in advance of the outing which children will be in their care for the duration of the outing.

No unqualified staff will be allowed to take children off the premises unaccompanied.

Checks will be made on leaving the Nursery and on the return trip to ensure all children are present and with their allocated carer.

There will be at least one supervisor on each vehicle used.

The supervisor(s) in charge will have a mobile phone with him/her at all times in order to be able to contact the main office for information regarding a child should an incident occur (and each other). Other staff will also have mobile phones available for the duration of the outing to use in the case of any emergency.

If a child should become lost during an outing and an initial search was unable to trace him / her, the Police and parents would be notified and procedures followed as per our Child Protection Policy.