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 – 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. Children wear high-vis vests when on local trips with staff.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. (See our Missing and Lost Children Policy and Procedures).

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 setting 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 Updated 1st September 26 – R Cockbill Chairperson