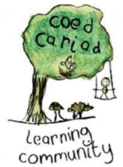


Safety on Outings Procedure



When taking children on outings it is essential that proper planning is done to ensure the safety and welfare of all children involved.

We will consider adult to child ratios when assessing outings.

We obtain written parental permission for all routine and special outings. We inform parents of any planned special trips for example to the beach or a local farm.

We ensure that we take with us everything we may need: emergency contact cards for the children, First Aid Kit, wrist straps with our mobile number on; coat; cardigan; sun hat; sun cream; wellies; shoes; nappies; wipes; changing bag (if required); spare clothes; mobile phone and car charger; drinks; a healthy snack; clear directions to our destination; full tank of fuel in the minibus; Breakdown cover details; and money.

We have developed plans on what to do in the event of an emergency and we have a lost child policy. Ellie always carry a card, that explains we are day care provider with all the emergency contact details for the children's parents. Ellie also has programmed ICE into our mobile telephone.

We will endeavour to organise outings to fit in with the needs of the children, and ensure that we have the necessary equipment and resources to keep them safe. These include car seats for all children up to 4 feet 5 inches tall. In all trips in the car or minibus we will ensure each child is securely strapped into their car seat and that the maximum number of passengers for the car or bus is never exceeded.

We will ensure that the car is properly maintained with a current MOT certificate, Tax and Insurance and these will be held on record for all staff with appropriate insurance on their vehicle.

We will never leave your child unattended when out, especially in the car or bus. However, when obtaining a parking ticket, we may leave the children in the car as walking across a car park could prove more hazardous than leaving the children in the car or bus. If this happens, the children will be in sight at all times. We will endeavour to park as close to a ticket machine as possible in these situations or travel with enough staff in the vehicles so that one may go one may stay.

If we need to put more petrol in our vehicle, we will do this outside of day care hours so that we do not have to take them out on a busy station forecourt as we would never leave them in the car whilst we pay.

We will check all restraints and car seats regularly.

When out walking age appropriate road safety skills and practices will be adhered to.

We also carry out risk assessments on the environments which we take the children to, for example on outings. If we are planning to take the children into environments that are unknown to me we will try to do a risk assessment in advance so that we are aware of any potential hazard, although this may not always be possible. All our risk assessments will be recorded and stored in our risk assessment folder. These are available for all parents to see on request as well as CIW.

We have a checklist that we will complete prior to outings. (see Appendices for forms)

Transporting children in a car policy



The safety of your child is paramount and we have therefore put together the following procedures regarding the transportation of children in a car or bus.

Ellie has a full, clean driving license, which is available for you to see on Request and this includes her being able to drive a minibus, following completing an additional driving course and test in order to be able to do so. She has several years of experience in driving minibuses for school trips in her previous employment.

We will ensure any vehicles used are in a road worthy condition by having it regularly serviced by a reputable garage. We will ensure it complies with all legislation, MOT, Car Tax etc. We will ensure it is covered by Business Use, Car Insurance and the Certificate is available for you to see, the same for any hire policies.

We will avoid where possible taking your child to a petrol station, by filling up vehicles outside of day care hours.

We will ensure all car seats are correctly fitted, age and stage appropriate for the children using them and that they are correctly strapped into them. We will ensure that the child safety locks are in use on vehicles which have them, for minibuses a member of staff will be seated in the back next to the main door. It is our policy not to allow a child to sit there.

We will always carry a mobile telephone with us in case of an emergency but will not answer it whilst driving. We will return calls only if safely parked or having arrived at our destination

We will always carry identification and contact phone numbers for staff and the children in case of an emergency. We will always carry a First Aid kit in the vehicle in case of an emergency. We will never leave a child unattended in a vehicle. However, when obtaining a parking ticket, we may leave the children in the car as walking across a car park could prove more hazardous than leaving the children in the vehicle. If this happens, the children will be in sight at all times. We will endeavour to park as close to a ticket machine as possible in these situations or travel with another member of staff who can stand by the car.

We will teach your child about the dangers of cars and roads, in an age appropriate way. We will advise you in advance if we are making any special trips or long trips in a vehicle. If your child suffers from travel sickness please let us know immediately.