

Market: UK	Authorised: _____	Date: _____	Page 1
OUTINGS & TRANSPORT			
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This Policy summarises the arrangements for ensuring the safety and security of children when taken on organised trips and outings:

1. It is the policy at (----- name of Nursery -----) to include a variety of educational and recreational outings and trips within the Nursery curriculum. These outings will reflect the Nursery's ethos of Equal Opportunities and are designed to be accessible to all who wish to participate in them, irrespective of race, colour, ethnic origin, religion, culture and special needs.

2. Outings and trips will be arranged by Nursery staff. The following details of each outing will be detailed on a *Planned Outing Form*, and sent to each parent / guardian / carer:
 - where the children are going;
 - date and time of departure;
 - expected time of return;
 - type of transport to be used;
 - route taken;
 - number and names of accompanying adults.

3. The parent / guardian / carer is asked to give his / her consent to his / her child participating in the outing by completing the following information in the spaces provided on *Planned Outing Form*, and signing and returning the *Form* to the Nursery Manager:
 - details of any special dietary needs (medical / religious / cultural);
 - details of any allergies;
 - details of any phobias;
 - details of any special care needs (e.g. difficulties with toileting, etc);
 - medication that the child requires (instructions / dosage / times / consent to medicate);
 - emergency contact telephone numbers.

4. During the outing, staff : child ratios will be maintained in accordance with regulatory requirements (refer to Policy No 330).

5. Private hire organisations providing transport for outings are included on the List of Preferred Sub-contractors, ref. Policy No 102. In this respect vehicle contractors are required to satisfy the following essential criteria:
 - seats must be fitted with BS-approved car restraints, one for each person;
 - the vehicle must be maintained in accordance with manufacturer's instructions and warranties;
 - the vehicle must have a valid MOT Certificate where applicable;
 - the vehicle must have a valid car tax disc displayed;
 - all drivers are properly insured to drive the class of vehicle;
 - the Drivers Licences of all drivers must be valid, current and checked annually.

FORM REFERENCES:

Form No: 4-30	<i>Planned Outing Form</i>
Form No: 4-04	<i>Risk Assessment - Visit to Recreational Facilities</i>
Form No: 4-08	<i>Risk Assessment - Passenger Vehicles used for Transporting Staff & Children</i>