

Auchinairn Early Years Centre



Transport/Excursions Policy

When taking children out of the nursery into the community to visit the Forest School, library, shops or any other similar place of interest, the ratio is **1 adult -1 child, 1 adult – 2 children, 1 adult – 3 children, 1 adult – 4 children** depending on the trip. A risk assessment will be carried out by the Head of Centre/ Depute/SEYW prior to any trip/visit. Staff will ask for a relevant number of parent/carer helpers to assist on these visits.

On outings where transport is required, a coach fitted with seat belts will be hired by Auchinairn EYC. When using public transport, staff will ensure safety is paramount.

Parents will be asked in advance to complete Consent Forms giving permission for their child's participation in any excursions.

Children will be unable to take part in any excursions unless Consent Forms have been completed by a parent.

Consent Forms will also have information regarding the following:

- ❖ Emergency Contacts
- ❖ Medication
- ❖ Doctor's name and address

The consent forms for each child will be taken on the trip.

A named first aider will be present on the trip and they will have the appropriate First Aid Box with them.

Effective communication will be maintained with the nursery during any trip – the trip leader will be responsible for a mobile phone.

Staff will also take a radio/walkie talkie on their trip. This should be set to frequency/channel 4. Which enables staff that are out on the trip to communicate with each other.

Care Standards: 9

HGIOELC: 2.1 3.1

Realising the Ambition: 3.4

UNCRC: Article 31

Quality Framework: 1.2, 4.1, 2.2

This policy has been updated and reviewed in consultation with staff and parent/carers

Signed:

May 24