

Protocol for trips and outings

- A member of staff to make pre visits and then select a chosen venue
- Complete a risk assessment
- Calculate the number of children and staff / parent helpers to meet suitable ratio.
- Get two quotes from coach companies
- Confirm numbers and book coach company
- Calculate a cost to charge each child (this will include child, adult entrance, coach and insurance)
- Parents to fill in and sign consent form for the trip.
- A list of parent helpers will be made and allocated on a first come first served basis.
- Leave at the office
 - mobile phone number
 - Copy of risk assessment
 - Copy of register
- All children to have a label stating the name of their helper.
- Nursery Leader to have
 - copy of register
 - count child on/off coach
 - carry mobile phone- number to be given to all workers/parents/carers
- Advise parents of their responsibilities to their allocated children.
- Take on trip
 - designated first aider
 - copy of register
 - copy of risk assessment
 - first aid kit
 - X 2 buckets
 - accident book
 - change of clothes
 - paper towels
 - drinking water
 - tissues
- The whole party is to stay together; if a child needs the toilet then their adult must inform a staff member and then re-join the party.

Permission slip.

I give permission for my child to go to the Woodland, look around the school and its' environment to help complete work related to topics.

I am happy for my child to be photographed whilst in nursery.

I understand that my child will be observed and assessed all through their time at the Violet Way Nursery.

Child's Name.....

Parent's signature.....

Date

Nursery (please circle one)

Foxglove

Bluebell

Snowdrops