



PROCEDURE FOR OUTINGS

- Parents will be informed by a letter of the nature and date of the outing and of any costs involved
- They will be asked to return a tear off slip saying whether or not their child will be able to attend
- We will use the ratio of one adult to two children. We will request parent volunteers to make up numbers
- If transport is required we will ask parents to transport their own children. (staff not insured for this purpose)
- Children's names will be recorded and counted at the beginning of the outing and regularly counted throughout the day

We will take with us the following

1. List of names of children attending
2. Address book
3. Mobile telephone (number given to parents for emergency contact)
4. First Aid Kit
5. Wipes and Kitchen roll
6. A change of clothes for boy and girl
7. Drinks etc. if required

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)