

DELLCOTTAGE  
DAY NURSERY

*A place, to play, learn, discover and grow*

<b>POLICY AND PROCEDURE FOR OUTINGS AND EVENTS</b>
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Dell Cottage Day Nursery aims to provide outings and events in a safe, well planned and organised manner which provides opportunities for children to learn through play.

**Procedure**

- Dell Cottage will consult with the children, parents/carers and staff before planning an outing or event. Detailed information about the event must be given to the parents/carers
- The children's age, ability and stage of development will be considered when organising an event.
- Health and safety, including staff ratios will be maintained during the event.
- Dell Cottage will endeavour to carry out a risk assessment identifying potential hazards on the journey and at the location. If necessary a member of staff may pre-visit the location to do so.
- Consent forms must be signed and returned by all parents before the outing/event takes place. In the even that Dell Cottage is in charge of a child during a whole group outing/event consent must still be sort.
- Dell Cottage will ensure that the staff involved have the appropriate experience to organise an event/outing.
- At least one member of staff must hold a current paediatric first aid qualification and be available at all times when children are present. Providers must have a first aid box with appropriate content with them at all times.
- If outings/events are cut shout due to weather or other situations out of the settings hand, Dell Cottage reserve the right to terminate the event immediately and return any children in their care to their parents earlier than initially stated.
- Providers must keep records about any vehicles used to transport children, including insurance details and a list of named drivers. Drivers should have adequate cover.
- Use of mobile phones to take photographs of children during outings is not permitted unless prior agreement is made with management