



Safety procedures for Local Outings

Prior to any outings in the local area staff must seek permission from a member of the management team.

Staff should check that each child has signed parental consent to participate in an outing in the local area.

Staff must be familiar with the outings risk assessment and follow the procedures detailed

Staff must complete an outings log book detailing where they are going, which children and staff are going, who has their mobile phone. If all children in a particular room are going then the fire register and register should be left in the office.

The ratios should be

1 adult to 2 children (0-3s) or 1 adult to 4 children (3-5s)

The red first aid case must be taken and outings in case of any accidents. A first aider should deal with any accidents. On returning to nursery the necessary accident report should be completed.

On returning to nursery an outdoor evaluation should be completed and all children and staff should wash their hands.

Reviewed May 2012