



OUTINGS & TRANSPORT

Amended February 2011

This Policy summarises the arrangements for ensuring the safety and security of children when taken on organised trips and outings:

1. It is the policy at Happy Tree Nursery (West Drayton) to include a variety of educational and recreational outings and trips within the Nursery curriculum. These outings will reflect the Nursery's ethos of Equal Opportunities and are designed to be accessible to all who wish to participate in them, irrespective of race, colour, ethnic origin, religion, culture and special needs.
2. Outings and trips will be arranged by Nursery staff. The following details of each outing will be sent to each parent/ carer:
 - where the children are going;
 - date and time of departure;
 - expected time of return;
 - type of transport to be used;
 - route taken;
 - number and names of accompanying adults.
3. The parent/ carer is asked to give written consent to his / her child participating in the outing. The following information is requested when asking for consent:
 - details of any special dietary needs (medical / religious / cultural);
 - details of any allergies;
 - details of any phobias;
 - details of any special care needs (e.g. difficulties with toileting, etc);
 - medication that the child requires (instructions / dosage / times / consent to medicate);
 - emergency contact telephone numbers.
4. During the outing, staff : child ratios will be maintained in accordance with regulatory requirements;
5. Private hire organisations providing transport for outings are required to satisfy the following essential criteria:
 - seats must be fitted with BS-approved car restraints, one for each person;
 - the vehicle must be maintained in accordance with manufacturer's instructions and warranties;
 - the vehicle must have a valid MOT Certificate where applicable;
 - the vehicle must have a valid car tax disc displayed;
 - all drivers are properly insured to drive the class of vehicle;
 - the Drivers Licences of all drivers must be valid, current and checked annually.
6. A consent for taking children out of the nursery on local trips/ outings and that public transport may be used is obtained from the parent/ carer as part of the registration form.