

Stepping Stones Creche/Nursery



TRIPS/WALKS AWAY FROM NURSERY

POLICY AND PROCEDURE

AIM

At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children. We pride ourselves on our relationship with all children, parents/guardians and our commitment to the service we provide.

PROCEDURE

When a child is enrolled with us the Parent/Guardian is asked to complete and sign an enrolment form confirming that they are willing for their child to be taken out of Nursery on walks to the local park or nearby Town Centre. Only children with confirmed enrollment forms leave Nursery at any time.

When a walk takes place:-

- Preparation: telephone card, complete first aid kit, gloves, wet wipes, tissues, spare clothing.
- List of children and staff leaving nursery. Member of staffs' mobile number.
- Staff child ratio's are adhered to at all times.
- Children taken are secured safely into pushchairs/prams using appropriate harnesses or reins and full body or hand reins are used for walking children. Staff aware of children who will walk alongside prams.
- Mobile phones are taken, so that contact can be made at all times, with the fax direct number being used as the main number to call into nursery should an emergency arise, along with all other numbers should this line be busy. Numbers are on the telephone card.
- Children's medication taken i.e. asthma pumps etc.
- The route to and from the walk are discussed and confirmed.
- A set time is confirmed to return from the walk.
- Walks only take place when we have more than adequate staffing levels.
- Consideration to Weather Conditions: Sun Cream applied before walk and taken on trip, together with hats. Rain covers for prams, taken. Drinks/snacks taken should children require them.
- Upon Return: Ensure all children and staff have returned safely