



## Procedure for Outings

A minimum of two members of staff must be present on all outings, one of whom should be qualified to a level 3 or above. An appointed person first aider must also be present on all outings.

### Local Outings

- Parents are asked to sign a consent form giving authority for their child to take part in short outings on foot.
- The ratio for outings is 1:3

### All Other Outings

- Parents will need to sign a separate consent form for each outing.
- A risk assessment must be conducted for each outing.
- The ratio for outings is 1:2

### Transport

- Appropriate harnesses, seat belts and booster seats must be used in all private vehicles and on public transport where provided.
- Staff must ensure that they have appropriate insurance cover, MOT and driving license. (Records must be kept)
- The maximum seating for any vehicle must not be exceeded.

The following items **must** be taken on **any** outing:

- First aid kit
- Contact cards for children and staff
- Accident forms
- A working mobile phone
- Money for emergency calls
- Buggies must be clearly labelled with Baby Duck's contact details
- Tissues
- Nappies and changing mat if relevant
- Portable potty if relevant
- Baby Wipes
- Check allergies and any precautions necessary before leaving site

### Parents

Parents are asked to help where they can for outings to maintain ratio's.