



Maple Medical PRU *Young Parents' Centre*



Outings Policy

- Outings will be open to all young mums and carers.
- The adult to child ratio will depend on the nature of the outing. Nursery will ensure a ratio of one adult to one child on major outings.
- Written permission will be sought from young mums/carers before every major outing. Permission for smaller, local trips and walks will be sought when the baby starts nursery.
- Any special needs or other equal opportunities issues will be discussed with young mums in advance.
- Any staff cars used for major outings will have insurance cover for business use. All driving licences and MOT certificates for cars will be checked.
- Staff have their own mobile phones.
- Seat belts will be used at all times as well as booster or car seats provided by the young mums.
- No baby will be left in a vehicle unattended.
- Essential records and equipment will be taken including a first aid kit, medication, spare clothes and plastic bags.
- A register will be held by the nursery manager of all persons attending the trip, with emergency contact details.
- All health and hygiene/accident policies will be followed in the case of a baby becoming unwell or having an accident on an outing. The nursery manager will be aware of the young mums/carers wishes regarding medical advice and treatment in the absence of the child's parent/carer.

LOST BABY PROCEDURE

(See also Lost Child Policy)

We aim to minimise the chance of a baby becoming lost on an outing by: -
Providing a high adult to baby ratio.

If a baby has become separated from the adult responsible for them the adult will: -

- Carry out an initial search of the immediate area.
- Inform the Nursery manager or party leader who will inform other staff and adults in the group.
- Gather all babies together to enable some adults to search a wider area.

- Police will be informed if the child cannot be found.

Date of Policy February 2019

Date of Review February 2021

Signed

Nursery Manager.....

Chair of Management Committee.....