

For all outings the following procedures must be followed:

Prior to the trip:

- EYSP/EYLP to discuss trip with Head Teacher and seek permission for the trip to go ahead.
- Liaise with Head Teacher to select an appropriate date.
- Written permission must be obtained for all children when outings are 'off-site'.
- Written permission will ensure parents have adequate information – location, timings, requirements for food and drinks, clothing, bags, cost, and support available if cost is an issue for families.
- Maximum staffing ratios of 1:5.
- The Early Years Lead Practitioner or Early Years Senior Practitioner must attend all off-site outings and not be counted in the ratio.
- A robust risk assessment must be completed and shared with all staff.
- Individual risk assessments for children to be considered and planned for within ratios.
- EVOLVE must be completed.
- Approved supplier bus company to be used.
- The trip should be linked to a curricular theme and is part of the learning experience for all pupils.
- All pupils will be invited to attend, even if they do not attend on the day of the trip.
- Staff will have carried out a pre-trip visit to the site to ensure that all risks have been considered in the writing of the risk assessment.

On the day of the trip:

- Attendance register carried by all staff.
- Emergency contact details for all children carried by EYLP or EYSP.
- Medical information kept by EYLP or EYSP.
- Duplicate register to be kept by school office.
- School office/HT aware of timetable for the day and able to be contacted in an emergency.
- Children will be grouped and groups will be allocated to a member of staff.
- Each member of staff to carry out regular head counts of their group.
- Each member of staff to carry any medication required for their group.
- First aiders must be identified to all staff and volunteers and carry the first aid kit.
- All staff will carry a mobile telephone.
- Children to wear high vis vests.
- Children to wear nursery uniform where possible.
- Count the children before leaving nursery, when on bus before leaving nursery, when leaving bus on arrival at trip location, throughout the day, when getting back on the bus and on arrival back at nursery.
- Usual pick up and drop off procedures will apply.
- Any injury sustained or illness experienced, usual nursery procedures will apply.
- Toilet facilities are available and regular visits are planned into the day.
- Snack, lunch, and refreshment times are planned into the day to ensure children are adequately hydrated and nourished.
- Packed lunches will be provided by Hill of Banchory Kitchen, unless otherwise required for dietary/medical needs.
- Additional water and cups will be brought by staff.
- Pre-arranged meeting points and timetable for the day will be shared with all staff.
- All staff are aware of and will follow the Missing Child Policy, if required.

Following the trip:

- Complete evaluations from location of trip.
- Share feedback, both positive and negative, as a staff team.
- Record parental and children's feedback.
- Debrief as appropriate if any issues on trip.