**WALKS & OUTINGS POLICY**

Whilst we no longer complete a written risk assessment form when going out on local walks, we always take into consideration the following: -

1. All children will know which key member of staff they are to stay with throughout the trip.
2. Staff will have the appropriate First Aid.
3. A nursery mobile phone will be taken on all walks.
4. Staff will take the following items in the outings bag.
* Potty
* Wipes
* Gloves
* Nappy sacks
* Tissues
* First aid kit
* Notepad & pen
* Spare trousers
* Spare t-shirt
* Nappies

All parents/carers will be required to sign a consent form when registering with Baby Bears Day Care to confirm they allow their child to attend a local outing.

Ratio’s will be 1:3 for under 2’s, 1:4 for 2-3’s and 1:8 for over 3’s

Children will be checked:-

* Out of the building
* Onto the bus/off the bus
* On arrival at destination/arriving at/ before leaving the meeting point
* If a child is missing the group leader will be informed as soon as possible. The groups will meet and the register will be called.
* A thorough search will be made for the lost child(ren).
* If the child is still not found, authorities will be contacted as well as the General Manager in order that the manager can contact the parent/carers.
* Once the child is found parents/carers will be contacted.
* The event will be reviewed, and procedures modified if appropriate.

Whilst on outings staff are always alert to risks and hazards and will take any appropriate action to ensure the safety of the children.