



Maisie Poppins
Nursery

the holistic approach to childhood

Maisie Poppins Nursery: Updated Policies & Procedures

Trips Policy and Procedure

Policy

It is our policy to keep all children safe on trips whilst in our care. Our nursery is a separate space that's part of a large Hospice complex. Every time we leave our separate section of the building we will be risk assessing our movements with the children as an outing. This includes our daily trip taking the children to lunch at the restaurant and going to our outdoor spaces.

Procedure

We will ensure that:

- We keep in childcare ratios.
- We carry out full risk assessments of outings and carry our full weekly hazard checks and risk assessment refreshers.
- We obtain written parental permission for children to take part in regular, local outings whilst in our care.
- We take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents on the work phone and a first-aid kit.
- We only use public transport rather than any cars or minicabs.
- We make parents aware of what we will do in the event of a lost child as per the policy and procedure shown in this document.
- This policy also links with our accident and emergency procedures please see above.

Author: May Collin ©

Maisie Poppins Ltd.
St Joseph's, Mare Street, Hackney E8 4SA

t: 0208 016 9082
e: admin@maisiepoppins.com
w: maisiepoppins.com

Limited company number: 0967108
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