

Auchinairn Early Years Centre



Transport and Excursion Trip Policy

Auchinairn EYC value the importance of children learning beyond the nursery environment. Excursions and outings support experiential learning, independence and wellbeing. We are committed to ensuring that all outings and transport arrangements are safe, inclusive and well managed, reflecting our duty of care under relevant legislation.

When taking children out of the nursery into the community to visit the Forest School, library, shops or any other similar place of interest, the ratio is **1 adult -1 child, 1 adult – 2 children, 1 adult – 3 children, 1 adult – 4 children** depending on the trip. A risk assessment will be carried out prior to the outing by the members of staff going. This will be double checked by the leadership team.

A risk assessment will be carried out by the Head of Centre/ Depute/SEYW prior to any trip/visit out with the community. Staff will ask for a relevant number of parent/carer helpers to assist on these visits.

On outings where transport is required, a coach fitted with seat belts will be hired by Auchinairn EYC. When using public transport, staff will ensure safety is paramount.

Parents will be asked in advance to complete Consent Forms giving permission for their child's participation in any excursions.

Children will be unable to take part in any excursions unless Consent Forms have been completed by a parent.

Consent Forms will also have information regarding the following:

- Emergency Contacts
- Medication
- Doctor's name and address

The consent forms for each child will be taken on the trip.

Staff must ensure they have the appropriate First Aid Box with them.

Effective communication will be maintained with the nursery during any trip – the trip leader will be responsible for a mobile phone.

Care Standards: 9

Quality Indicators: 1.2 1.4 2.2

HGIOELC: 2.1 3.1

Realising the Ambition: 3.4

UNCRC Article 3 Article 28 Article 31

This policy has been updated and reviewed in consultation with staff and parent/carers

Signed: _____

July 2025