



Transporting Children policy

Mini Explorers believes that offering activities including trips and visits outside the setting is advantageous to children as it enhances their learning experiences. Mini Explorers recognise the importance of ensuring the safety of children and staff as they travel to and from these activities.

As Mini Explorers offers a wrap-around Service for children attending the local primary school, we recognise the importance of ensuring the safety of children and staff as they travel to and from these settings.

We will,

- ensure that staff have carried out an appropriate risk assessment for all trips and visits.
- get written consent from the parent/carer/guardian before taking the children on a trip/visit.
- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years.
- ensure that at least one person who is at least one person caring for the children has a current qualification in first aid appropriate for the age of the children being cared for, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years.
- ensure that a clear procedure is in place to ensure the safe conduct of any outings.
- carefully plan the outing / visit, noting who is responsible for each aspect.
- ensure that all members of staff who are participating in the outing / visit are aware of the schedule and any procedures to follow in an emergency.
- make a list of all children taking part in the outing / visit, including the children's emergency contact details.

- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that Mini Explorers staff can be identified by others, e.g by ensuring that they are wearing their uniform.
- ensure that a mobile phone is carried during every outing / visit.
- ensure that a portable First Aid kit is carried during every outing / visit.

Where transport is used, we will

- ensure that at least one member of staff, in addition to the driver, is present. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles to ensure that the vehicle is insured for business purposes which includes transporting children. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles to use a vehicle (e.g. car) which meets required standards (vehicle duty, MOT etc.) and which is appropriately insured for work purposes.
- keep records of which vehicles are used to transport children, including insurance details and a list of named drivers where appropriate (e.g. mini bus)
- ensure that car seats appropriate to the age, weight or height of the child are used when transporting children. Current child car seat legislation will be followed.
- ensure that all children wear an appropriate harness or safety belt, in accordance with current child car seat legislation.
- ensure that best practice guidelines are followed when using appropriate car
- identify a safe area at the beginning and end of the journey to enter and leave the vehicle.
- ensure that children are counted as they enter and leave the vehicle.
- ensure that no child is left unsupervised in the vehicle.

Where a journey is organised on foot, Mini Explorers will,

- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years.
- record the precise route of the journey, e.g. written description or shown on a map, where practicable.
- ensure that a copy of the above is available to staff participating in the journey.
- make a list of all children taking part in the outing / visit, including emergency contact details.
- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that both children and staff are appropriately dressed for the journey and the weather.
- ensure that Mini Explorers staff can be identified by others, e.g. by ensuring that they are wearing their uniform.
- ensure that children and staff wear 'high-vis' jackets for the journey.

Where Mini Explorers offers a wrap-around service with a local education provider, we will:

- ensure that a clear procedure is in place to ensure the safety of children and staff as they move between the childcare and education settings.
- make and maintain a list of the children who move between the childcare and education settings and share this list with the local education setting.
- make and maintain a list of the staff who transport children between the childcare and education settings and share this list with the local education setting.

This policy was adopted on Signed on behalf of the nursery Date for review

Dec 2020

L-J Bennett

Dec 2021