



Educational Trip Policy 2023-2024

Policy Objective

To outline the procedures taken when children attend educational trips arranged by the nursery. These trips will support the educational program on offer at Mini Miracles Training Institute and will be conducted in a safe and secure manner.

Rationale

School trips at Mini Miracles Training Institute are an integral part of learning and provide excellent opportunities to support the current teaching and learning program. Trips also provide opportunities for children to expand their experiences, explore different environments and learn new skills. These visits can also help to consolidate and reinforce what is learned or discussed within the Talmud Torah. All trips will be meaningful to the children and be thoroughly planned in order to make them purposeful, safe and enjoyable for the children and staff.

Procedure

- Parents will be required to sign a permission note to authorize their child to take part in the trip. This note will include: the date and time of the trip, the location, parent signature.
- Teachers will conduct a risk assessment of the location and complete the risk assessment form highlighting :
 - Number of adults accompanying the children
 - Who the first aid officer accompanying the group will be
 - An emergency contact number for the excursion group.
 - Transport arrangements
- Once completed, a copy of the risk assessment and details of the trip (date, time, number of children/ staff, expected arrival and departure times along with Emirates ID and contact number of the bus driver shall be sent in an email to the Nursery manager and Security Managers. Should security management wish to conduct further site visits then this will take place.
- On all excursions adult to child ratios will be maintained at all times.
- All staff with have valid police clearance certificates and a trained first aider will be with the group at all times.
- Teacher in charge will conduct regular head counts and assign one member of staff with a group of children
- A risk assessment will be carried prior to the children attending and the locations risk assessment will also be shared, if applicable.
- Children will wear identification with the Training Institute's logo in the form of lanyards with the nursery managers name and contact number on



- In the event of an outdoor activity, staff will ensure that the Nursery's sun protection policy is followed throughout
- Transport vehicles used for trips will be checked by security management and all children under the age of 5 years old will supply their own car seats. All buses will have seatbelts and staff will do regular checks throughout the journey
- Staff will take a kit with them which will include a first aid kit, asthma kit, spare change of clothes, children's attendance / emergency contacts, water / cups.
- All children and adults attending the trip will participate in a discussion concerning expectations of appropriate behavior prior to leaving on the nursery.
- Trips will be evaluated on completion and discussed should any improvements need to be made.
- Once completed all permission forms, risk assessments and receipts to be stored in the admin office in the folder labelled 'Class trips'.
- During the trip, the lead teacher will inform the Nursery Manager of their arrival to the location and their expected time back to the nursery.

Note

Refer also to the medications policy and medical emergency policy for information on access to medication and first aid. (Policy on Minor Injuries, First Aid and Emergencies)