



## **Outings policy and procedure**

LaSoNa Kindergarten is frequently going on outings and trips in the close area of the setting especially on Fridays.

Parents agree for their child to join those trips by signing a consent form, which includes enclosed outings on foot to the Ridgeways Shopping Mall near of the Kindergarten.

The trips included in the consent form are:

- Karura Forest
- UN Nature Trail
- Outings to farms
- Visits to Nairobi Highlights like National Park
- Trips to Kenyan settings like orphanages, local schools

These trips are made by hired busses which need to comply with safety standards for children (seat belts). Parents should be aware that in case of sudden weather changes outings can be cancelled.

### **Outings procedure:**

- A first aider must be present at all outings.
- The children will be informed of where the trip is going.
- A head count will be taken place and compared with the register.
- When we have reached our destination, the children will be informed of where the borders of the play area are.
- No child is to be out of sight of at least one member of staff.
- Food and drinks must be provided at similar times to those in the Kindergarten. Each child takes its own rucksack -containing their own drink bottle- on the trip.
- If it is time to return to the setting, the children will be assembled and a head count taken place.

Essential equipment to take on outings in a rucksack by one member of staff:

- Changing clothes for children
- Toilet paper and tissues
- Fully equipped first aid kit
- Mobile phone with all contact numbers of parents
- Parents are responsible to provide the necessary outdoor clothes (muddy trousers, boots).