

# Children & Staff Safety

## **POLICY PURPOSE**

Les Fanfans Nursery & Crèche places highest importance on the safety and security of everyone within the facility. We have put in place an electronic Sign In & Sign Out for Children and all staff members to ensure safety and security within the nursery. Additionally, we have strict rules on permission to enter the Nursery during working hours. The following policy is a guideline to be used to inform about the proper steps and requirements that need to be taken to maintain a safe and secure environment at the nursery.

## **POLICY STATEMENT**

### Safety and Security Sign in/out tablet

Parents and staff member are requested to sign in when entering or exiting the nursery, using their personal Pin Code provided by HR (for staff) or on the Parent Application (for Parents). On the child's Registration Forms, Parents have designated people allowed to pick up their children. Parents can as well create a unique Pin Code to those people to facilitate the pick-up.

Every time a Pin Code is inserted, a picture is taken from the person signing in or out. That image is saved on nursery records (for parents it is also shared to the Parent App of the selected child).

When parents ask someone not mentioned on the registration forms to pick up their child. Parents must send a written request to the Nursery Director informing them of the identity of that person. The reception will only release the child to that person if they can provide proof of Identity. A copy of their ID will be kept in the child's records.

### Permission to Enter

The Main Gate is locked and can only be open after the Parent / Visitor / Vender / Delivery rings on the intercom. Follow these steps when giving access to the gate.

- The receptionist will automatically grant access to Parents of registered children.
- Unknown people must present their identity and reason for visit.
- The receptionist will then buzz them in, if it is possible to see them.
- A Visitor is a Parent or Guardian that wished to tour the Nursery to register their child.
- A Vendor is a sales person with an appointment to meet with the Nursery Director, or an outside partnering company coming for scheduled activity on the premises.

Deliveries can only be made after 3pm, and cannot be received from the main entrance, but rather from the secondary entrance in the back.

Visitors must sign in on our Visitors' Log

Vendors must sign in on our Vendors' Log

# Release of Child Policy from Facility

## **POLICY PURPOSE**

A child will not be released to a sibling or another child under the age of 13. A child will not be released if no adult is present at the reception or point to receive the child. If no adult is present, the supervisor or reception will try to contact the parents on the provided contact numbers. If the call is not taken, the child will then be returned to their class in the Nursery to wait for their parents.

The Nursery follows strict rules and guidelines stipulated by the Department of Transport for School Buses. A child will only be dropped to the location given by parents in the transportation form provided in the beginning of the year or at the time of registration.

## **POLICY STATEMENT**

### 1. Routine releases.

- a. Unless prior written arrangement has been made with Les Fanfans Nursery and Crèche personnel, only parents or parent designees shown on the Emergency Release Card may remove a child from the nursery.
- b. If nursery personnel do not recognize the parent, they must request photo identification from the parent and the parent must show such identification before the child may be released.
- c. Children may be released to an adult designated in writing by the parent. If nursery personnel do not recognize the designee, they must request photo identification from the designee and the designee must show such identification before the child may be released. The name of the individual on the photo identification must match the name of the individual designated in writing by the parent.
- d. Children may not be released to siblings or other children under age 13.

2. Release to noncustodial parents: A parent may be denied access to his/her child, including the right to pick up the child from the Nursery, only if a copy of the custody agreement that relinquishes such parental rights is on file at the nursery.

3. Release of children using the Nursery's transportation service: All children using the nursery's transportation services will be under the responsibility of the bus driver and the Bus Supervisor during the route.

# Security Video Surveillance (CCTV)

## **POLICY PURPOSE**

Les Fanfans Nursery & Crèche operates a CCTV scheme within the Nursery environment and the aim is to provide a safer and more secure environment for the benefit of children, parents and staff. Images are monitored, recorded and used in strict accordance with this policy. The Nursery Management is responsible for the operation of the system and for ensuring compliance with this policy.

## **POLICY STATEMENT**

CCTV is provided in all areas of the nursery that are required to be have surveillance in accordance with the Abu Dhabi Monitoring and Control Center. Although every effort has been made to ensure maximum effectiveness of the CCTV system we cannot guarantee that CCTV will detect every incident taking place within the area of coverage. Our aim for the CCTV, in addition to meeting the requirements set out by the governmental authorities in Abu Dhabi, is to ensure the safety of children in our care, and helping to ensure the safety of all staff, parents/carers and visitors. We recognize that images are sensitive material and the Nursery Management is responsible for ensuring day to day compliance with the Abu Dhabi Monitoring and Control Center. All tapes will be handled in strict accordance with this policy.

## **POLICY STATEMENT**

Digital recordings are made using digital video recorders operating in real time mode. Images will be initially viewed by the management and the CCTV company responsible for installation and maintenance. Tapes will normally be retained for 6 months from the date of recording unless needed for further investigation.

Access to images will be restricted to the management and any external governmental authorities for review to prove our compliance with standards. Disclosure of recorded material to third parties is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Individuals and parents or guardians of children whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.

Any time the CCTV recordings are viewed by anyone the time and date of the viewing should be recording in the CCTV review log. An official request specifying date, time and location of the recording wishing to be viewed, should be submitted to the Nursery Management and subsequent approval granted before a meeting can be scheduled for the viewing.

# Records and Confidentiality (Privacy Policy)

## POLICY PURPOSE

Les Fanfans Nursery & Crèche believes in keeping the privacy of our enrollees and their parents is of the up most importance.

## POLICY STATEMENT

LFN ("us", "we", or "our") operates the [www.lesfanfans.com](http://www.lesfanfans.com) website (hereinafter referred to as the "Service"). This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. This Privacy Policy for LFN is powered by PrivacyPolicies.com.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, the terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from [www.lesfanfans.com](http://www.lesfanfans.com)

### Information Collection and Use

We collect several different types of information for various purposes to provide and improve our Service to you.

### Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally, identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City
- Cookies and Usage Data

- ❖ The nursery only collects information that is necessary and ensures that the information collected is complete, accurate and up to date.
- ❖ The nursery protects the family's personal information from unauthorized access, modification, or disclosure.
- ❖ The nursery maintains confidentiality and all staff are held accountable for the privacy of the records we keep in our systems. All employees sign a non-disclosure agreement protecting the confidentiality of the children as well as the life in the nursery.
- ❖ The access to children's records is limited to the director, administration team & nurse.
- ❖ Records remain the property of the nursery and are not removed from the premises without permission of the director.
- ❖ Pictures taken in the nursery showing the faces of the children will not be posted on any social media site.

- ❖ Pictures taken from cellular phones during an activity will be emptied to the nursery's servers.
- ❖ Parents have the right to choose and copy some pictures taken during the year for their children. They cannot post these photos on social media sites if they contain other children.

#### Usage Data

We may also collect information on how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

#### Tracking & Cookies Data

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- Session Cookies. We use Session Cookies to operate our Service.
- Preference Cookies. We use Preference Cookies to remember your preferences and various settings.
- Security Cookies. We use Security Cookies for security purposes.

#### Use of Data

LFN uses the collected data for various purposes:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

#### Transfer of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers located in governmental jurisdiction. If you are located outside United Arab Emirates and choose to provide information to us, please note that we transfer the data, including Personal Data, to United Arab Emirates and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

LFN will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country

unless there are adequate controls in place including the security of your data and other personal information.

#### Disclosure of Data Legal Requirements

LFN may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation (eSIS ADEK online student registration system)
- To protect and defend the rights or property of LFN
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

#### Security of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

#### Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

#### Analytics

We may use third-party Service Providers to monitor and analyze the use of our Service.

- Google Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.

You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

#### Links to Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

#### Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

#### Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## Parental & Community Engagement

### 1. Parents Rights & Responsibilities

#### **POLICY PURPOSE**

During the registration process it is important for the nursery to inform the parents of all the rights they are entitled to for their children. While the nursery also needs to be made aware of all details about the parents, this includes details about who does/does not have Parental Responsibility. If a child is registered by one Parent of a separated family the nursery requests that all details relating to the child and the other parent are disclosed wherever possible. The purpose of this policy is to establish the rights and responsibilities of parents upon registering their child at nursery.

#### **POLICY STATEMENT**

Parents and child induction (Adaptation period)

Before enrolling at the care, a period of adaptation is necessary for the child to be able to separate from their parents in the best conditions, to reassure him and to get to know the space, team and other children. For the parents, it is the time to get to know the team and their techniques.

1. To help your child adjust to group care, we suggest you:
2. Visit the center with your child before his/her first day of care.
3. Speak of the Center in positive ways, as a place your child will enjoy, have children to play with and adults to help him/her.
4. Tell your child you will come back to pick him/her up (give specific time) and hear about his/her day.
5. Do not "sneak out" when the child is not looking. This fosters mistrust in the child's mind.

We find that following these recommended procedures usually alleviates a child's fears and impacts positively on his/her experience.

This adjustment period is an essential step for the registration of each child.

- ❖ 1st time, the parent and the child are together with the team for 1 hour.
- ❖ 2nd time, the parent and the child are together for 1 hour, and then the child stays alone for 1 hour.
- ❖ 3rd time, the parent stays for 15-30 min then leaves the child for 2 hours.
- ❖ 4th time, the parent drops the child and leaves...

Some children have difficulty making the adjustment. Our staff will work with you and keep you informed of your child's progress. The adaptation period can be shorter or longer depending on every child and parent but will not exceed 4 times.

#### Parents Rights:

- To know about all aspects of the program
- To know all about their child's experience in the program
- To feel welcome visiting, calling, or observing
- To participate in nursery sponsored/ organized activities
- To feel free to ask questions of the faculty (when they can respond without interrupting the program)
- To be active in their child's learning/ development.
- To stay up to date with nursery curriculum and events via communication sources, (phone application and reception 'news' board.
- To feel assured that their beliefs, concerns, and values are sought and respected
- For children to feel an assurance of complete confidentiality (where appropriate) on all matters involving the welfare of children and families.

#### Parents Responsibility:

- To read the Parent Handbook and follow all policies and procedures
- To keep all important information current, including contact information, medical exams, etc., and to respond to requests for information from staff
- To respect school staff as professionals who work with families to provide quality care.

Additionally, we recognize that during a child's time in the nursery family circumstances can change, therefore the nursery will require the following information if a parent is unpermitted to collect a child from nursery or Parental Responsibilities have been relinquished; Court Order stating removal of Parental Responsibility, Any Court Orders or Injunctions involving the Child, Any further Court Orders and Injunctions relating to the immediate Family Members and not the Child is requested to avoid any difficult situations.

## 2. Communication with Parents

### **POLICY PURPOSE**

Any worry or distress felt by the parents must be communicated to the team immediately to assure the welfare of the child. Parents must be accessible during the day; consequently, they will inform the administration of any changes in address, telephone numbers, work numbers. The following policy outlines the methods for communication between parents and the nursery.

### **POLICY STATEMENT**



The nursery uses videos and pictures as bases for their learning techniques. Parents accept these tools otherwise they must inform the administration in written. The team regularly takes pictures of the children and management makes them available for parents with a secure password through the nursery website. Parents should inform the nursery if they refuse that tool. The permission signature if parents for this process is included in the child's registration form.

Telephone calls by Parents to Educators during the day can be made only for emergency and this to avoid disturbing the caregivers while working with the children. The nursery often posts information on reception "news" board and the educators also regularly update their classroom display boards, we encourage parents to view it during drop off or pick up time. The nursery organizes informative gathering once or twice per year. The nursery organizes parties, outings and gatherings and encourages parents to participate. The administration and the personnel are at parent's disposal to talk about any problem concerning the child, particularly their health, development and behavior. If a child is home sick, parents are requested to call the nursery to let the educator know not to expect them.

Educators are available to greet parents in the morning (before 8:30am) and at departure for morning sessions (at 13:30pm). Parents are encouraged to inform staff of any significant incidents prior to arriving at the Nursery. Educator will inform parents of the child's day whilst in care. Whilst we endeavor to communicate verbally each day, this may not be always possible. Alternative processes are in place to exchange information from home to the nursery, and vice versa: communication Smart Phone App, Emails and scheduled appointments. Parents are also able to e-mail the nursery at [info@lesfanfans.com](mailto:info@lesfanfans.com) for general information or [finance@lesfanfans.com](mailto:finance@lesfanfans.com) for accounts issues. The director will check the e-mails daily and pass on any correspondence to staff.

Parents are encouraged to better their understanding of Nursery's program philosophy and objectives in order to reinforce the partnership between themselves and Nursery personnel in the care of their children.

All efforts will be made by staff to maintain effective levels of communication with parents. The nursery's Facebook page and Instagram account are also a source of information to parents, we urge all parents to like and follow them. We do not post any pictures of children's faces and we ask you not to post or share any photos sent via the application.

The nursery's website contains a lot of information for parents to review.

### 3. Parental Involvement

#### **POLICY PURPOSE**

Children benefit most from early years education and care when parents and nurseries work together in partnership. We aim to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the nursery. Carrying out the following procedures, will ensure all parents are included.

#### **POLICY DEFINITION**

When referring to 'parents' this means both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parental responsibility' is all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.

## **POLICY STATEMENT**

The nursery manager is responsible for ensuring all staff understand and follow these procedures.

- There is a means to ensure all parents are included – that may mean there are different strategies for involving fathers or parents who work or live apart from their children.
- All parents are consulted with to find out what works best for them.
- Ongoing dialogue with parents ensures an improvement in knowledge of the needs of their children and knowledge of how to support their families.
- All parents are informed about how the nursery is run and its policies through access to written information and through regular informal communication.
- Checks are carried out to ensure parents understand the information that is given to them.
- All parents are informed on a regular basis about their children's progress.
- Opportunities are provided for parents to contribute their own skills, knowledge and interests to the activities of the nursery.
- Parents are informed about relevant conferences, workshops and training.
- Parents are consulted about the times of meetings to avoid excluding anyone.
- Information is provided about opportunities to be involved in the nursery in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- The contributions of parents are welcomed, in whatever form these may take.
- All parents are informed of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to the written complaint's procedure.
- Opportunities are provided for parents to learn about the curriculum offered in the nursery and about young children's learning, in the nursery and at home.

## **4. Parental Awareness & Training**

### **POLICY PURPOSE**

Children's learning and development takes place in a range of contexts: at home with the family, in non-formal settings in the community, and in formal early childhood education and settings. Les Fanfans Nursery recognize the importance of our contribution to the development of children in our care and the role we play in educating the parents. The following policy is a formal commitment to our parents to provide training and awareness events on topics of interest for their development and growth of their children.

## **POLICY STATEMENT**

Parents are responsible for the early teaching of children and although they are involved in a Nursery program, they are still the most important teachers in a child's life. Les Fanfans Nursery will build the nursery's and parent's partnership to improve their children's achievement and development through the following activities described below:

- Parent training
- Family Nights
- Parental access to the Resources
- Parent Partnership

## **5. Community Engagement**

### **POLICY PURPOSE**

Les Fanfans Nursery is committed to building a Community with our parents and staff. We want this community to be engaged in the planning stages of any project or initiative, when a change in service, activities or infrastructure is considered, when an issue is raised and requires a decision or when more information or evidence is required. Engagement may be required at multiple stages within a project, program or development.

This policy has been developed demonstrate our commitment to engaging our community through the use of appropriate, effective and inclusive practices. Community engagement is the responsibility of all nursery staff from management, teams and individual employees. To ensure the effective application of engagement principles and processes, a Community Engagement policy is available to provide guidance.

### **POLICY STATEMENT**

Community engagement is defined as the range of opportunities for public involvement in the Nursery decision-making, relationship building and community strengthening. Community engagement is achieved when the community is and feels part of a process.

When engaging the community, we will be open and accountable in our decision-making process. Les Fanfans Nursery & Creche commits to the following:

1. Les Fanfans Nursery will ensure that the purpose of our engagement is clear, relevant and the methods used are well suited to generate highly effective community engagement.
2. Les Fanfans Nursery will provide information that is clear, easy to understand and accessible to all people.
3. Les Fanfans Nursery will proactively engage with our community in an ethical manner using a range of methods and enable everyone to have a voice on matters of importance to them. We will provide engagement opportunities that are mutually respectful, undertaken in reasonable timeframes and with a shared understanding of how the input will inform decision making processes.

4. Les Fanfans Nursery values all participants' knowledge, expertise and experiences, acknowledging that everyone has different views and needs.

5. Les Fanfans Nursery will undertake evaluation processes to continually improve our approach to community engagement. 6. We will report back to our community in a timely manner about how their input was considered and influenced the outcome.

7. Les Fanfans Nursery will use information provided by community engagement to advocate on behalf of our community to relevant parties.

In summary there are a broad range of benefits to effective and authentic community engagement, both to Nursery and to the community. Some of these benefits include:

1. Increasing community involvement and connections
2. Developing strong relationships and partnerships with our community, leading to a shared understanding of our community's needs, aspirations and priorities
3. Meeting legislative requirements<sup>3</sup>
4. Providing a valuable source of evidence-based information which gives a wider perspective on issues and supports Council's future planning and service delivery activities
5. By supporting transparency and accountability, integrity is demonstrated, and trust built between all parties
6. Ensuring the community's right to assist with democratic processes
7. Ensuring informed decision making occurs and issues are addressed
8. Helping to inform and assist with advocacy
9. Leading to more sustainable outcomes
10. Building community resilience and capacity leading to community empowerment

## 6. Parental Complaints

### **POLICY PURPOSE**

Les Fanfans Nursery is committed to providing a safe, stimulating, consistent, and accessible service to children and their parents. We always aim to provide high quality services for everyone but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put right and learn from our mistakes.

This policy constitutes the setting's formal Complaints Procedure. It will always be displayed on the premises. Under normal circumstances, the Manager will be responsible for managing complaints.

All complaints made to staff will be recorded in detail on an Incident Form.

### **POLICY STATEMENT**

#### **Stage One**

Les Fanfans Nursery & Crèche is committed to open and regular dialogue and the Nursery welcomes all comments on its services.

In the first instance, the concerned individual is encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Manager should be approached, and they will try to resolve the problem.

If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

### **Stage Two**

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents should put their complaint in detail and in writing to the Nursery Manager. Relevant names, dates, evidence, and any other important information on the nature of the complaint should be included.

If any party involved in the complaint has a good reason to believe that a criminal offence has been committed, then they will contact the police.

The Nursery will acknowledge receipt of the complaint as soon as possible - within three working days at least – and fully investigate the matter within 15 working days. If there is any delay, the Nursery will advise the concerned individual of this and offer an explanation. The Nursery Manager will be responsible for sending them a full and formal response to the complaint.

The formal response to the complaint in writing from the Nursery will be sent to the concerned individual and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Nursery's policies or procedures emerging from the investigation.

The Nursery Manager will arrange a time to meet the concerned individual and any other relevant individuals, such as members of staff, to discuss the complaints and the Nursery's response to it. The Nursery Manager will judge if it is best for all parties to meet or if individual meetings are more appropriate.

### **Stage Three**

If at the conclusion of this process parents remain dissatisfied with the response they have received, the original complaint along with the Nursery's response will be passed to the relevant ministry who will adjudicate the case.

# Field Trips

## **POLICY PURPOSE**

Les Fanfans Nursery believes that field trips are the Fun way to teach a child. As often as we can we will schedule field trips that always requires parents' participation: for every 5 children an adult should be supervising.

## **POLICY STATEMENT**

Activity/Admission fees may be charged during the year as necessary. This will help to offset the cost of special outings or trips.

We request parent permission for the children for any field trips. Any excursions that require special equipment or transportation will be posted in advance and a parent signature will be required for the child to participate.

A "field trip" is an activity that will occurs outside of the nursery for a developmental/ educational/ entertainment purpose. It is a trip for curriculum related study (part of the nursery educational experience).

Types of field trips include:

- Day field trips
- Recurring field trips (same activity on a regular basis, such as a visiting a local park/ playground)
- Field trips with special hazards: near water or involving swimming, involving animals (farms, zoos, riding animals, etc.)

Administrative approval is required at least one month before a field trip can be posted in the annual calendar. It is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

## **PROCEDURE**

If the Nursery goes on a field trip, the following procedures will be discussed and followed by all Staff and Volunteers participating in the Field Trip:

1. Staff will visit the site prior to taking the children to assess:
  - a. age/developmental appropriateness
  - b. washroom/water availability
  - c. telephone availability (mobile network)
  - d. security personnel on sites
  - e. check for any potential safety hazards
  - f. shaded rest area
2. Staff will choose a method of transportation:

- a. Walking (only within the neighbourhood)
- b. Yellow School Bus Service
- c. Staff will enforce car safety rules that comply with U.A.E. Department of Transport Guidelines

### 3. Preparing to go and Things to bring

The Nursery will only consider taking children that are 2-4 years of age on off-site field trips with a ratio of 5 children to 1 adult attending the trip. There will be an extra staff or volunteers when the numbers are over the required ratio on all field trips. There will be a Nursery Staff member always leading groups and who is responsible for the safety and well-being of the children in each group. Parent Volunteers will not be left alone to supervise a group of children at any time. Parent Volunteers will accompany and assist staff only. Each group will have a copy of the Field Trip Policy and Procedure as a reference.

Each Staff, Parent Volunteer and child attending the trip will wear either a matching t-shirt or an identification tag with the name, address, and phone number of the Nursery.

Each child must have written parental permission before he/she can participate in the activity. The parent permission letter will include the destination, method of transportation, date, time of departure and return to the Nursery, supervision arrangements, requirement of appropriate clothing/ necessities such as sunscreen, hat, swimwear etc..

4. When deciding on the number of parent volunteers, the Coordinator or Nursery Manager will consider and take note of the following:

- a. the ages and the needs of the children involved
- b. the type of activity
- c. the environment in which the activity is taking place
- d. any other relevant criteria

5. Educators will inform the children where they are going and what will happen, whom they will see and who they will need to listen to. Enough information will be given to help the children feel secure and comfortable but not too much to spoil the experience or overwhelm them.

6. Educators will plan with the children and set up experiences in the Nursery that will enhance the field trip experience ie: display and discuss field trip location and activities, practice safety rules etc.

7. Safety rules will be discussed with the Staff, volunteers and children eg: designated meeting area, children must stay with the adult and group in which they were assigned. Only if ALL Staff and adults are aware, will a child switch groups. Attendance will be taken BEFORE the group leaves the Nursery.

8. All adults attending the trip must be equipped with either a mobile phone in the case of group separation, adults can still communicate.

9. All Staff will be First Aid trained.

10. In case the groups get separated, each Staff responsible for a group will carry a backpack containing the following to manage the care and needs of the children:

- a. emergency medication (if any required)

- b. first aid kit
- c. portable emergency information for both Staff and children.
- d. emergency change of clothing
- e. diapers and wipes
- f. snacks, water, tissues (wipes), sun screen

11. Staff remaining at the Nursery will have a copy of ALL activity information including routes travelled and estimated time of arrival/departure. The field trip site will also have a copy of this information (if applicable) so that if the group does not arrive, they can notify the Nursery.

12. Upon arrival at the field trip site, Staff will:

- take attendance again
- visit the designated meeting place and review applicable safety rule Staff will review the guidelines to follow if someone gets separated from the group: (1. stay put 2. talk to a “safe adult”
- like store or park employees, security officers, police 3. NOT go anywhere with someone you don't know)
  - ALL children will be accompanied by an adult when using the washroom.
  - staff will take attendance regularly

13. After the activity, educators will follow-up by listening and observing children while on the field trip what are their questions and interests? Take note of their comments for future planning related activities and learning experiences.

14. Staff will have a backup plan in case the field trip is cancelled. IN THE CASE OF A LOST CHILD Staff will be prepared to do the following:

- a. Conduct a brief search of the immediate area - then get help from the nearest employee or security officer. Check designated meeting place.
- b. Give a description of the child and the clothing he/she was wearing - show the photo of the child.
- c. Contact the police and then the nursery who will then contact the parents
- d. Ensure the other children are safe and decide whether to remain on site or return to the Nursery.