



Policy Statement

The purpose of this policy is to ensure the safety of all children while off the MRCS premise. Staff are required to follow all procedures in this policy while conducting field trips.

Parent/Guardian Approval

Children are only permitted to attend field trips if their parent/guardian has advised so on their registration forms. A list of children who are not authorized to leave MRCS grounds are kept in the teacher resource area.

Procedure

The following procedures must be followed when conducting a field trip:

- The outing must be planned in advanced and the Managing Director notified to ensure the outing is age appropriate and safe.
- Field trips are only to be to walkable locations; a safe route plan must be devised ensuring the proper staff to child ratio at all times.
- Prior to leaving, staff must ensure they have the following supplies:
 - Fully stocked first aid kit
 - Emergency cards for all the children attending the field trip
 - Weather protection for children according to the season (hats, gloves, sunscreen, etc.)
 - A fully charged cell phone
- A head count must be done before leaving the premise to ensure all children are present.
- Staff are required to follow the buddy system; no child is permitted to walk alone without holding the hand of another person.
- All children are required to wear the high visibility vests during the entire outing.
- Staff are required to walk at the front, middle and back of the line to ensure all children are accounted for.
- When crossing intersections or crosswalks, signs and signals must be followed at all times.
- When arriving to the destination, another head count must be completed.
- Staff must ensure all children are supervised closely to avoid potential hazards and free from harm.

Critical Incident Reporting

In the event a child is injured or missing, please refer to the Critical Incident Reporting Policy for steps on how to proceed.