



# Field Trips

Keeping children safe while in your care

Field trips, going for walks and exploring the neighbourhood can provide wonderful opportunities to expand children's knowledge and understanding of the world around them.

When taking children out of their secure surroundings at the child care facility, staff needs to plan ahead so that the off-site experience is age appropriate and safe. The following points provide some ideas on how you can make any outing a fun learning experience for children, while keeping them free from harm.

## Things to consider when planning a field trip:

- Will the destination support age appropriate activities for the children in your care?
- Have you visited the site previously to assess the environment with regards to safety and facilities? For example: Are there any potential hazards at the site? Is there a washroom at the location? Is the playground fenced? Is the playground equipment in good repair?
- How will you transport children safely to the site? If taking public transit, have you confirmed the schedule and boarding locations? If you propose to walk with the children, have you identified the safest route?
- Have parents been notified of the field trip, and has staff obtained signed consent forms for all children participating in the outing? (Signed consent forms should include date, location and time of the field trip.)
- Have you reviewed the facility's field trip, or off site playground policy and procedures with all staff?

## What to take with you:

- Ensure you have sufficient supplies to ensure staff can respond to all the children's needs. For example:
  - A fully stocked first aid kit
  - Children's emergency cards (with photo)
  - Sunscreen
  - Charged cell phone



## How to ensure a safe and fun-filled experience on the day:

Now that you have spent time planning and preparing for an exciting trip, there are important ways you can ensure the children's safety on the day of the outing:

- Review with the children any safety rules. For example:
  - Always hold your buddy's hand when walking
  - Always listen to your teachers
  - Hold onto railings
- While away from the child care facility, frequently conduct a head count of the children. This preventative step is essential to ensure all the children are present and accounted for.
- Ensure all staff supervises the children closely. Children are naturally curious and do not easily recognize and avoid hazards; close supervision is one of the most effective ways to ensure that the children in your care are kept free from harm.

If you have any questions, contact the Licensing Officer assigned to your facility or visit the Northern Health Website at <http://www.northernhealth.ca/services/community-care-licensing>

