

# Jack in the Box

## Nursery Visit Proforma



Managers: .....

Group: .....

Date of Visit: .....

Place of Visit: .....

Please ensure that the following procedures have been followed in organising your nursery visit:-

- |     |   |        |
|-----|---|--------|
| 1)  | Has a preliminary visit been carried out by yourself?   | Yes/No |
| 2)  | Has the route if to be undertaken by foot or public transport been carried out by yourself?   | Yes/No |
| 3)  | Have you checked for:   |        |
|     | Fire exits (where appropriate)  | Yes/No |
|     | Toilets   | Yes/No |
|     | Hazards (where appropriate)   | Yes/No |
|     | Undercover lunch room/area  | Yes/No |
| 4)  | Have you prepared an up to date group list to be taken on the visit?<br>(this list should contain addresses and telephone numbers)  | Yes/No |
| 5)  | Are you intending to take your mobile phone with you? If yes please will you program the nursery telephone number and the other leader's/parents numbers into it for ease of contact? | Yes/No |
| 6)  | Are you going to publish appropriate guidance notes for parents and team leaders accompanying the trip (including protocol for parents and leaders?)                                  | Yes/No |
| 7)  | Are you intending to brief parents and team leaders about their role, meeting points and times that have been decided upon?   | Yes/No |
| 8)  | Will parents have a list of the group they are responsible for?   | Yes/No |
| 9)  | Do you intend to take headcounts at various times of the day?   | Yes/No |
| 10) | Have your organised for the basic first aid kit, sick bucket etc. to be prepared by the Managers  | Yes/No |
| 11) | Are you intending to provide nursery children with a sticker displaying the nursery name and telephone number?  | Yes/No |

Signed: ..... .....