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? (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: …… ……