

Excursions Policy, Procedure and Consent



Deutsche Schule Nairobi
German School Nairobi

Policy Statement

Children benefit greatly from excursions beyond the Kindergarten premises, such as visits to the local forest or other suitable venues, as these activities enhance their learning experiences. Our Kindergarten is committed to ensuring the safety and well-being of all children during such outings. To achieve this, teachers implement strict procedures that all staff and volunteers must follow.

Procedures:

1. Each outing is recorded in the **Outings Record Book**, which is kept in the Kindergarten. This record includes the following details:

- Date and time of the outing
- Venue and mode of transport used
- Names of the staff members assigned to each group
- Time of return to GSN

2. Teachers carry the **class list, parents' emergency contact** on every outing, including:

- GSN Class mobile phone
- Tissues, wipes, spare clothing, and nappies (if necessary)
- Medicines required for individual children
- A first aid kit
- Water for hydration

3. Parents will be notified in advance of the outing, with the following details:

- Children are required to bring their own packed backpack, which should include snacks and water for the outing.
- Parents are responsible for ensuring that their child has adequate sun protection, including sunscreen and a sun hat, before the start of an excursion.

4. Please select one of the following options for emergency case during the excursion:

- I agree that German sunscreen "SunOzon Kids Med" may be applied if needed.

I will pack labeled sunscreen in my child's backpack.

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I hereby give my permission for my child to participate in trips to various locations with the Kindergarten at the German School Nairobi. This consent may be revoked at any time by notifying the school in writing via email.

Comments / notes:

Signed:

Date:

Guardians contact number: _____

Guardian Emergency number: _____