

SAFETY PRECAUTIONS DURING FIELD TRIPS

This guide is intended to provide you with tips to protect the children in your care during transportation and field trips. Children must receive direct supervision at all times. This is especially important when caring for children outside of the normal routine. Losing track of a child at any time puts the child at risk of imminent danger.

What Can You Do?

- **Frequent Name-to-Face Attendance Checks.** Caregivers should carry a roster of the children assigned to their group to be used for frequent name-to-face counts. Counts should be completed before leaving an area and after arriving at another to confirm the safety of every child in the group. Regular attendance checks will alert staff to begin a search before the child gets too far, into trouble, or slips into an unobserved location.
- **Vehicles.** Vehicles must be inspected upon exiting to ensure no child is left on or under seats.
- **Vehicle Laws.** All children must be seated in a permanent seat and restrained by seatbelts or child restraint devices, as required by Missouri law. Drivers must have a valid driver's license as required by Missouri law and the vehicle must be licensed in accordance with Missouri law.
- **NEVER LEAVE A CHILD ALONE IN A VEHICLE.**
- **Staff-Child Ratio.** Ratios must be maintained at all times. Whenever possible, additional caregivers are encouraged, as accidents can occur when children and staff are not following their regular routine.
- **Parents and Volunteers.** If parent/guardians/volunteers are to be left alone with children or be counted in ratio, they must have a background screening on file at the facility.
- **Identification Tags.** Use something to identify children from your program. A tag should include the center's name and phone number. **DO NOT INCLUDE THE CHILD'S NAME** as this would allow a stranger to call the child by name.
- **Safety Hazards.** Constantly scan the area to be aware of any potential safety hazards and location of all children at all times.
- **Review transportation and field trip rules with staff prior to leaving.**



Note: Section 210.245 (4), RSMo states that if the Department of Health and Senior Services finds there is a threat of imminent bodily harm to a child in care it may suspend child care license. To view child care rules go to <http://health.mo.gov/safety/childcare/lawsregs.php>.