

FIELD TRIP AND SUMMER SAFETY

Presented By:

Tymothy Smith

Early Care and Education

Training and Consulting

www.tymthetrainer.com

tym@tymthetrainer.com

(972)200-0504

LOADING AND UNLOADING CHILDREN FROM A VAN OR BUS

- Children never enter or exit a vehicle alone
- Always load and unload at a curbside
- Never leave a child unattended
- Ratios are maintained at all times
- Vehicle should not be running
- Driver is to assist children on the vehicle
- Identify children by sight and sound, never take role from memory
- Check seatbelts, do not rely on children's words!
- Do not allow children to sit in the front seats of vans
- Wake any sleeping children and help them off



LOADING AND UNLOADING FROM A VAN OR BUS

- Once unloaded, check role by sight and sound.
- Two adults are to always walk the inside of the vehicle to check for children. Look under the seats. We recommend that the second adult be a director or assistant director.



INTERACTING WITH CHILDREN WHILE ON THE VEHICLE

- Driver is not to use cell phones while operating the vehicle. This includes using wireless devices.
- Positive interactions take place on the vehicle; ask questions about the trip, reflect on your day
- Have age-appropriate conversations
- Sing!
- IF POSSIBLE, a second adult should be on the vehicle to interact with the children. The driver should focus on driving.



VEHICLE EMERGENCIES OR BREAKDOWNS

- Children are always first priority
- If injuries, call 911
- Contact your supervisor immediately
- Remain calm at all times; reassure the children
- Make sure vehicle is in a safe place
- Do not allow strangers to assist in vehicle maintenance
- Children should not be on board while maintenance or repairs are made



WHAT TO BRING OUTSIDE TO THE PLAYGROUND AND ON FIELD TRIPS

Fanny Pack or back pack with:

- 1) Band aids, gloves, tissues, plastic bags, anti-bacterial gel, incident reports, pen
- 2) Emergency notebook with children's health information, emergency release, and current photos of children attached
- 3) Water jugs, cups, trash can



ZONING THE PLAYGROUND (SUPERVISION)

- Teachers spread out to all corners of the playground
- All blind spots are accounted for. Get down on your hands and knees and crawl around to find blind spots
- Single staff only have a portion of playground open, supervise area closest to the door or gate to monitor who comes in or out of the playground
- If 2 or more staff, one person close to door to meet and greet parents
- Doors are never propped open
- Ratios are maintained at all times



OUTSIDE TIME IS NOT...

- A break time for staff
- Energy blow off time for kids
- Staff planning time



SIGNS OF HEAT EXHAUSTION

- Pale and clammy hands
- Heavy sweating
- Fatigue
- Weakness
- Dizziness
- Headache
- Nausea
- Muscle cramps
- Vomiting
- Fainting



HOW TO PREVENT HEAT EXHAUSTION

- Encourage kids to drink
- Offer fruit
- Water hats
- Play in the shade
- Avoid hottest parts of the day
- Cool off frequently
- Use sunscreen



TREATMENT FOR HEAT EXHAUSTION

- Offer Gatorade
- Offer water or juice
- Put child in shaded area
- Get medical help if symptoms persist

Special Note...

Be aware of children's Allergies



THE FIELD TRIP

PRE-TRIP CHECKLIST

THINGS TO DO WITH THE KIDS

- Talk to the kids about the trip or activity
- Let the kids know what your expectations are
- Set ground rules
- Prepare for separation of groups



THINGS FOR TEACHERS TO DO BEFORE A FIELD TRIP

- Know the details of the trip or activity ahead of time
- Know the route you will take
- Gather forms
- Gather lunches
- Always take ice water and snacks
- Confirm your reservations
- Make sure trips are posted 3 days in advance



TIPS ON SUPERVISION ON FIELD TRIPS

- Make eye-to-eye contact with the children
- Take roll every 5 minutes if you are mixed with the public
- Adults are to enter the restroom with children; try to have male and female staff if possible. Never let children enter a public restroom alone
- Talk to the children about supervision
- Teachers are to remain attentive to children; avoid distractions
- These tips apply to transportation also



INTERACTIONS ON FIELD TRIPS AND OUTDOOR ACTIVITIES

- Always have quality, positive interactions
- Watch your tone of voice
- Have age-appropriate conversations
- Interactions never stop, they are on-going
- Interactions should be productive and educational; talk about key experiences; what did the kids learn and enjoy?



PROFESSIONALISM

- Kids and staff are dressed appropriately
- Kids and staff are setting an example of your program
- Be Proud! You are a professional, act like one!
- Be courteous at all times
- Avoid confrontation



PARENT VOLUNTEERS

- Be aware of your programs policy
- Criminal history checks are done
- Parents cannot discipline children
- Parents are free from distractions
- Parents wear a "Parent volunteer" name badge
- Parents are not left alone with children



GENERAL HEALTH AND SAFETY

- Always have water, gator-aid, snacks, first aid supplies, trash bags, emergency books, business cards, and phone list with school information, director, and other staff members on a trip
- Have emergency contact information on you at all times, not in a central location
- Keep the children's best interest as a priority



THIRD PARTY RESPONSIBILITY (TOUR GUIDES, FIELD TRIP ATTENDANTS)

- Do not rely on your host to manage your field trip
- You must still supervise and interact
- Never expose a child's name to the public
- Avoid confrontations



ADDITIONAL THINGS TO REMEMBER...

- When you have an accident involving a child...
 - Never move the child
 - One adult cares for the injured child, the others maintain of the rest of the group
 - Remember that children feed off your emotions, if you panic, the child will also panic
- When you have a vehicle accident...
 - Have all emergency information posted in your vehicle so anyone can locate it. Remember that the driver may be knocked out and unable to assist emergency personnel.



WEATHER

- Know your centers policy on summer outdoor play. Heat index and temperature should be looked at when deciding if outdoor play is restricted. Children need to go outside everyday when possible. You may need to take children outside early in the mornings.
- Sunscreen should only be applied with parent permission. Sunscreen should be applied 30 minutes before going outside.

