



Outings and Visits Policy

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

These will be carefully planned and the following guidelines will be followed on outings away from the nursery:

- Written permission will always be obtained from parents before taking children on trips
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- At least one member of staff will hold a valid and current paediatric first aid certificate
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- A senior member of staff will carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform
- Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery
- A pre-visit checklist and risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit (if possible). This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing and this will be displayed for parents to access. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, pushchairs, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures



- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

The following items should be taken to every outing:

- 1st Aid box (any important medication – allergies)
- Bottle (s) of drinking water
- Medical list of children taking part
- Contact list (children, parents and staff)
- Family doctor – details
- Mobile phone
- Spare nappies and clothes

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Any mini buses/coaches are fitted with 3-point seat belts
- When we use a mini bus, we will check that the driver is over 21 years of age and holds a P.V.C. driving license. This entitles the driver to transport up to 16 passengers

When children are being transported, ratios will be maintained.

When planning a trip or outings using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Ofsted and Social Services will be contacted and informed of any incidents.



Planning:

- Ratio will be kept to 1:2 for children under the age of 3 and 1:4 for children over the age of 3 years
- Staff and children lists will be made prior to the outing to ensure the correct ratios are maintained.
- Staff will be assigned specific children and be responsible for them at all times.
- Students will be assigned 1-2 children and must be accompanied by a qualified member of staff at all times.
- Coaches with seat belts will be considered- Ideally 3 point seat belts.
- Parents must sign a consent form allowing their child/children to attend the trip.
- Parents will be informed who will be responsible for their child during the trip.
- The health and safety representative will carry out a risk assessment that will outline all the possible risk factors that have been considered and actions that have been put into place to minimise them.

During the trip;

- Children with severe medical conditions will be assigned to a qualified member of staff, preferably the Manager or senior staff. Advice from parents will also be sought to ensure appropriate care is provided.
- Children with special needs will be assigned to a member of staff.
- Children that require medication will be assigned to the Manager, Deputy or room supervisors.
- Adults are required to stay in minimum groups of two adults. Parents who are accompanying their own children are free to go off alone with their child. If they are supervising another child then they must stay with another adult.
- All supervising adults, including any parents, will be provided with a map(if necessary), meeting up times, meeting places, departure times, a list of emergency contact numbers, details of first aid points if necessary and a list of first aiders contact numbers.
- **Registers will be taken:**
 1. In the nursery prior to leaving
 2. On the coach before leaving
 3. On meeting up
 4. On the transport before leaving
 5. On returning to the nursery

This policy was adopted on	Signed on behalf of the nursery	Date to be reviewed
<i>August 2017</i>	<i>Adele Stone</i>	<i>August 2018</i>