



Visits & Outings

As part of the curriculum the children undertake a range of local outings including walks, visits, etc off the premises and permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance learning opportunities and extend play for the children. These will be carefully planned, and the following guidelines will be followed on all outings from the nursery, however local or frequent they may occur.

- Written permission will always be obtained from parents before taking children on trips or an outing form will be completed.
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured.
- A travel first aid box will always be taken on all outings to ensure the safety and individual needs of children can be assured.
- A completed trip register and parent/staff contact numbers will be taken out on all outings.
- Regular headcounts will be carried out throughout the outing. Timing of headcounts will be discussed in full, with the nursery management.
- A senior member of staff will always carry out risk assessments identifying any potential hazards on the journey or at the location prior to the outing.
- When the children are out and away from nursery it's the staff's responsibly to care for them. Staff will partner the children up with another child, so they are in pairs and always hold each other's hand.
- All staff will be easily recognized by other members of the group; they will wear the nursery uniform and nursery high visible jackets. Children will be easily identified when on a trip by wearing high visible jackets with the nursery name and phone number on the back.
- At least one qualified first aider will always be a member of the group.
- A nursery 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 to 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.

When the children are away from the nursery and a parent wishes to collect them and has seen them out and about, we ask that the parent returns to nursery and a staff member will contact the staff via the nursery mobile phone to make them aware. We would then suggest that if the parent wants to go and meet them, a staff member will be at the back of the group with the child until the parent comes. Or they can wait at nursery till the children/ group return.

A full risk assessment and outing plan will be carried out for each outing, and this will be reordered for reference. This plan will include details of:

1. The names of the members of staff going on the trip.
2. The location of the trip.
3. What time everyone is setting off.
4. The full names of the children going on the trip.
5. The equipment needed for the trip e.g., pushchairs, sun cream, and first aid box.
6. Staffs contact numbers.
7. Method of transportation and travel arrangements.
8. Emergency procedures.

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 nursery.

The arrangements for transporting children will always be carefully planned and where necessary additional people will be asked to work to ensure the safety of the children.

All vehicles used in transporting children are properly licensed, insured and MOT.

| This policy was adapted on: | Signed on behalf of the nursery: | Date for review |
|------------------------------------|---|-------------------------|
| June 2021 | Claire Smith | June 2022 |
| June 2022 | Vicky Sheard | June 2023 |
| June 2023 | Vicky Sheard | June 2024 |
| January 2024 | Rebecca Barron | January 2025 |
| January 2025 | Rebecca Barron | January 2026 |
| March 2026 | Zoe Goodchild | March 2027 |
| April 2026 | Vicky Sheard | April 2028 (added info) |
| May 2026 | Rachel strong | May 2027 |