

30 Visits & Outings Policy

From time to time nursery children are taken on outings, as these can be an important way to enhance the learning curriculum of young children and help them to understand the world around them. These excursions can include an outing to the local park, library or shops or may be a more major outing such as to a museum or a trip to the seaside. In order to ensure the safety of the children nursery outings are well planned and incorporate the procedures outlined in this policy.

Local Outings

- Permission to take a child on an outing will be obtained from the parent/carer who signs a consent form for local outings (one completed form will cover all 'local outings').
- A staff member shall inform parents in advance of any visits or outings away from the nursery.
- The nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.
- A full risk assessment will be carried out for each outing.
- When taking a child on such a trip, outing or special event, the nursery will:
 - Secure individual written consent forms have been signed by a parent.
 - Advise parents of the time and place the visit will take place.
 - Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
 - The ratio for staff to children depends on the age of the group and will be advised at the time.
 - There will be a designated person in charge and a designated First Aider.

All Other Outings

- Permission to take a child on an outing will be obtained from parents/carers who must give further written consent for other outings, a separate form will be needed for each outing. The Nursery Manager should prepare a letter telling parents/carers when and where their children will be going and what form of transportation will be used. The letter should state what time the children would be leaving the nursery and the expected time of return. Parents/carers should then give their written consent.
- Under no circumstances will a child be included in the outing without first obtaining written permission from the parent/carer.
- A full risk assessment will be carried out for each outing.
- When taking a child on such a trip, outing or special event, the nursery will:
 - Secure individual written consent slips signed by a parent.
 - Advise parents of the time and place the visit will take place.
 - Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
 - The ratio for staff to children depends on the age of the group and will be advised at the time.
 - There will be a designated person in charge and a designated First Aider.

About the Venue

The venue will be considered carefully. Where we are going, what the children will be doing and what the benefits are for the children. We will find out as much

information about the venue beforehand as possible and where possible, we will visit in advance and will make sure we are aware of all rules, regulations and arrangements.

Arrangements will be made to ensure that the needs of the children and adults with disabilities are met.

Checks will be made if there is any special equipment, clothing or footwear needed. We will also find out about the First Aid arrangements.

First Aid

Careful consideration must be given in the planning of any outing to the need to take any First Aid equipment and qualified First Aiders. This will depend on the length of the outing and the availability of immediate and appropriate assistance. First Aid support must normally be taken on group trips outside the immediate locality.

Medication

Check out which children are on medication and bring written instructions with you for its proper administration. Decide in, advance, who has responsibility for giving children any medication.

The staff members will:

- Divide the children into small groups.
- Take a register with them.
- Take a first aid kit.
- For all specific outings, a member of staff should take the nursery mobile phone with her/him so that the group is contactable and all necessary contact numbers.
- And anything else that is deemed necessary for the comfort of the trip.
- The staff members will contact the nursery at least once whilst out.
- All children will wear a badge with the contact number of the nursery.
- The register will be taken before setting off, on arrival, half way through the visit, before departure, and again on arrival back at the nursery.

Responsibilities

During the course of planning for any excursion, identify who will be responsible for what. If parents are going on the outing, come to an agreement beforehand as to what their role will be regarding their own children.

Talk to the children in advance about the safety rules, especially regarding activities such as crossing a road, swimming etc.

List of Names

A list of names of both staff and children should be left with the Nursery Managers. There should be a clear understanding as to where the group is going and at what time the group will be returning. Should there be a delay in returning, someone in the group must contact the designated person so that arrangements can be made for informing parents. The outing group leader must also have a written list of the children taking part in the outing.

Children will wear identity badges to indicate the name of the nursery they are with and the telephone number.

Each adult must be clear which children they are responsible for. The group leader must ensure that a head count is made before leaving the nursery, regularly during the outing and then again just before leaving the outing site.

Transport

All transport must meet with both legal and good practice requirements. It is important that the person(s) planning the outing, check ahead of time regarding seating arrangements for children and adults with disabilities. When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked.

Mini buses: Drivers must be qualified to drive a mini bus and have passed a mini bus assessment course. All vehicles must be fitted with seat belts, which must be used. Booster seats and/or car seats must be provided and used as appropriate. Vehicles must be properly maintained and the drivers adequately insured.

Buses, Coaches and Trains: All children must be supervised and seated at all times. If a coach is used, ensure that all legal and good practice requirements are met. Ensure that the vehicle is properly insured and that the coach driver is properly qualified.

Use of vehicles for outings

If a vehicle is used for outings the following procedure 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.
- Care taken when getting into or out of a vehicle.
- In the event of a child being lost, the Lost Child Procedure will be followed.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

Please Remember:

Ensure that a head count is made before leaving the nursery, regularly during the outing and then again before leaving the outing site. Should people go off alone during an outing, please ensure the clarity of the meeting point and the time. (Please refer to the Lost 'Child Procedure – outings')