

## **Outings and visits**

### **Policy statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware and follow the procedures as laid out below.

### **Procedures**

- Parents sign a general consent on registration for their child to be taken out as part of the daily activities of the setting. This can include local walks.
- Parents will be asked to sign specific consent forms before major outings. They will be given information about the venue and details for the daily activities, including drop offs/collection destinations or times.
- A full risk assessment will be carried out prior to an outing/visit. This will include assessing a child's individual needs. If children require 1:1 support for an outing/or visit, parents may be asked to attend.
- The deputy or manager should attend the trip/outing, and be present during the whole outing. If not attending, a manager back at nursery will have details of all staff and children on the outing.
- Staff take a list of the children's names and contacts/emergency contacts for each child.
- Staffing ratio's must be maintained and wherever possible our child to adult ratios will be higher.
- Each child will be assigned to an adult who will be responsible for their safety throughout the outing.
- Young children will be pushed in pushchairs and older children will hold the hands of the suitable adults when possible.
- All children will wear adequate clothing and a high visibility jackets at all times. At least two members of staff will wear high visibility jackets.
- At least one first aider must be present and have a suitable, complete first aid box with them at all times.
- Staff will take the designated back pack which will contain: children's water bottles, a pack of tissues and when necessary snacks and water depending on the length of the outing.
- Any children who have a health care plan must have their health care plan documents, along with any medication/ asthma pumps they need. This will be stored in the back pack.
- All dietary requirements will be adhered to and a full list of these will be displayed in the register.

- Nappies, wipes, spare clothes etc must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times when possible.
- The deputy/ manager will carry on them the nursery mobile phone. They will ensure that it is fully charged, that is has enough minutes/credit and that it is used for emergency purposes only. At no time whilst on an outing must a member of staff use the nursery mobile phone to make or receive a personal phone call except in an emergency situation.
- All staff will be wearing a walkie talkie for efficient communication when in the local vicinity.
- During an outing, staff will promote safety awareness and, where possible, should use road crossings and make sure that the road is clear and safe before allowing the children to cross.
- Staff members and adults must position themselves between the children at regular intervals making sure someone is always at the back and the front.
- A regular head count should be conducted throughout the trip/outing.
- A central meeting point must be arranged if the group needs to be split at any point.
- The safety of all staff and children is of paramount importance. During outings, if it is felt that the behaviour of an individual child is likely to compromise the safety of themselves or others, parents may be called to collect their child.

### **Use of vehicles for outings**

If the outing requires children to be transported via staff vehicle's, records of vehicles and drivers including insurance, licenses and MOT certificates will be required.

Staff will ensure seat belts, child seats and booster seats are used and that maximum seating is not exceeded.

In the event of a child being lost, the 'Missing child' procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be informed of any incidents.

This policy was adopted by Daffodils Outdoor Nursery Ltd *(name of provider)*

On August 2019 *(date)*

Date to be reviewed August 2020 *(date)*

Signed on behalf of the provider Amy Claypole

Name of signatory \_\_\_\_\_

Role of signatory (e.g. owner) Owner/ manager

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