

Visits and 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. In order to ensure the safety of the children nursery outings are well planned and incorporate the following procedures.

- A risk assessment is carried out before an outing takes place, which includes travel arrangements as well as the location to be visited.
- All venue risk assessments are made available for parents to see.
- A letter will be sent to all parents/carers giving them relevant information for the outing.
- Parents/carers will be asked to sign specific consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff/volunteers to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorized access to children.

Outings are recorded in an outings record book kept in the setting stating:

- the date and time of outing
- The venue and mode of transport
- Names of staff assigned to named children
- Time of return
- Staff will take a mobile phone on outings and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff will take a list of children with them with contact numbers of parents/carers together with any medical forms, allergy advice and essential medical items such as inhalers.

- Records are kept of the vehicles used to transport children with named drivers and appropriate insurance cover.
- If coach travel is part of the outing; the number of people on the coach will be counted and double-checked before leaving.
- Staff and volunteers with mobile phones will exchange phone numbers to make contact easier.
- A meeting point will be agreed at each outing venue, so that any individuals becoming separated from the group can easily rejoin the main group.