



Outings

Statement of Intent:

Outings offer valuable learning opportunities, however they need to be rigorously planned and managed in order to ensure safety.

Aims:

- To ensure the safety of all involved
- To promote outings as a valuable learning opportunity
- To provide additional learning opportunities to children, anywhere that is outside of the Nursery boundaries e.g. within the School, nearby park, shops etc.

Procedures:

Before any outings take place:

- Risk assessments should be carried out including for the use of any rooms outside of the Nursery boundaries.
- The needs of every individual child will be considered before an outing takes place and grouped appropriately.
- Practitioners will be aware of all children's medical and dietary requirements and ensure that permissions are obtained and medications available
- An outings consent form must be completed by the parent or carer with parental responsibility before children are taken on visits outside of the setting. This is completed on one of the child's settling visits.
- A time must be agreed with Management prior to leaving the setting when the children and staff will return. This includes spontaneous outings.

During all outings:

- The ratio of staff ideally should be 1 adult to 2 children but will be considered within the risk assessment. There must always be two staff members (no lone working), one of whom must be qualified and one must be First Aid Trained and CRB/DBS checked.
- Practitioners must ensure that they have the following resources available and to hand: first aid kit, register, access to a telephone e.g. a logged on internal phone/nursery mobile phone, parent emergency contact details.
- Practitioners must call the Nursery office upon arrival of the outing location to check in as "safe" and again once they are about to depart back to the Nursery.
- Parents are not to collect children from areas outside of the Nursery boundaries.

Additional Information:

- Vehicles are not normally used for transporting the children but if the need arose a risk assessment will be completed and parental consent obtained. The relevant insurance, driving license and vehicle documentation checks will be undertaken.
- Children need to have a wrist band with the nursery telephone number for large group outings.

Links to:

- EYFS Statutory Framework 'Safeguarding and Promoting Children's Welfare'
- Learning and Play Policy
- Safety Policy: 'Risk Assessment'
- Administration of Medicines Policy
- First Aid Policy
- Sun Safety Policy
- Lost Child Policy