

Outings Policy

Policy statement

As part of our curriculum, from time to time the children are taken for local walks and visits off the premises. Permission will be sought for your child to be included in such outings.

Procedures

The following procedures must be followed for all outings:

- Written permission must be obtained from all parents prior to the outing.
- A risk assessment of the outing must be carried out beforehand and if possible a pre-visit done by staff.
- Staffing ratios must be maintained at the same level as in the nursery. For safety reasons, we usually increase this to 1 staff to 4 children with the 3-5's.
- A list of all children's names and parents/carers' contact numbers for the day must be taken.
- Two fully-charged mobile phones for contact with the nursery must be taken (this is in case staff are separated in an emergency or have no signal on one phone – numbers are left at the nursery).
- The nursery must be informed immediately of any incident that happens.
- The nursery policy for a lost child will apply when on outings; the policy should be taken on the outing for reference.
- A first aider should be present and the first aid bag taken along with any additional medication needed by individual children.
- The children should be equipped with appropriate weather gear.
- The children must be counted and marked in the register before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for the children at regular intervals, or nappy changes (having taken appropriate supplies).
- Food and drinks must be provided at similar times to those in the nursery and additional drinks offered in hot weather or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport and drivers must be fully insured and all seats fitted with seat belts and age-appropriate booster or child seats.
- Drivers and volunteers are not with children unsupervised.
- Spare clothing should be taken in case of emergencies.

Following the outing a written review should be made by the person in charge noting the following; any problems with transport, the venue, individual children, the educational benefits of the visit and recommendations for future visits. These will be referred to when planning future visits.

This policy was adopted at a meeting of The Natural Nurture Nursery Management Committee held on the 3rd March 2016.

