



Outings Policy

For all outings, the following procedures must be followed:

- Written permission must be obtained from all the parents prior to the outing.
- Staffing ratios must be maintained at the same level as in force in the nursery. Additionally, where possible police checked parents will be asked to join us. Parents helping on an outing must be properly briefed beforehand.
- A first aider must be present and a suitable first aid box must be taken. Copies of contact numbers, allergies and medication details must also be taken.
- The children must be counted before setting off, and counting must be going on at regular intervals throughout the trip. 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.
- A label must be attached to all the children showing the name of the nursery and a telephone number of the nursery. It should also show the mobile number of one member of staff on the outing. This label must be clearly displayed on each child.
- All outings will be planned and checked beforehand for suitability, access and safety. This involves running a thorough risk assessment exercise and taking appropriate action.
- Toilet facilities must be provided for the children at regular intervals
- Food and drinks must be provided at similar times to those in the nursery, additional drinks should be provided if the weather is warm.
- Meeting points must be pre- designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, driver's details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity must not be exceeded. If using a minibus, the driver must be trained and experienced in driving this size of vehicle. No children will ever be left alone in the vehicle.
- Spare sets of clothing should be taken. We will notify parents beforehand if specialised clothing is needed, such as boots or sun hats.

At the end of each outing the teacher in charge of the outing will complete a review of the outing,

- In the event of an incident, the accident record must be completed and the manager will investigate to see what went wrong, why and how it could have been avoided.
- Any particular problems with the transport.
- Any particular problems with the venue.
- Any particular problems with any specific children.
- Recommendations for future visits.
- **PRIOR TO EACH OUTING THE TEACHER IN CHARGE WILL COMPLETE A RISK ASSESSMENT.**

Last reviewed on

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