

## Outing Policy

The opportunity may arise for the Nursery to take the children off-site on an outing or visit. On such occasions, the level of care and safety provided in the setting of the Nursery must be followed off-site.

In the event of an outing:

- Prior to any outing a risk assessment will always take place and be recorded
- Most venues will have their own risk assessments and can make these available
- The parents will be required to sign an agreement (or disagreement) regarding their child taking a part in outings/walks in the local community. This is included within the child's confidential records, which are to be filled in prior to the child beginning Nursery
- Our ratio on these walks is 1:3 for over 3 year olds and 1:2 for under 3 year olds. We may be asking parents for assistance in fulfilling the ratio. The adult will hold the children's hands whenever possible and pushchairs/safety harnesses will be used
- First Aid supplies will be taken and a Qualified First Aider will be present on the outing
- A qualified member of staff will be present on the outing
- The Manager/Deputy Manager will carry a register of names and contact telephone numbers in case of an emergency
- The outing leader will carry a mobile phone in case of emergency
- During the outing, the children will each wear a badge bearing the mobile phone number of the outing leader, name and number of the setting
- In the unlikely event that a child should become lost, our Lost Child Procedure will be followed
- Staff will keep a record of all outings in the outing book. This will record the date and time of outing, venue, method of transport, appropriate insurance policy cover, any risk assessment, the names of children going on the outing along with the names of staff caring for them

The following should be taken on every outing:

- First Aid box (any important medication – allergies)
- Bottle of drinking water
- Medical list of children taking part
- Contact list
- Family doctor – details
- Mobile phone
- Spare nappies and clothes

### **Trips Involving Transport**

Trips involving transport will always need extra parental consent. Parents will be provided with detailed information about the trip – including a risk assessment – and the details below will be acted upon if necessary. This will allow parents to make an informed decision as to whether they allow their child to attend.

## Planning:

- Ratio will be kept to 1:2
- Staff and children lists will be made prior to the outing to ensure the correct ratios are maintained
- Staff will be assigned specific children and be responsible for them at all times
- Children will be assigned one other child and must be accompanied by a qualified member of staff at all times
- Coaches with seat belts will be considered – ideally 3-point seat belts. Parents will be given details of the company
- Parents must sign a detailed consent form allowing their child/children to attend the trip
- Parents will be informed as to who will be responsible for their child during the trip
- The health and safety representative will carry out a risk assessment that will outline all the possible risk factors that have been considered, and actions that have been put into place to minimise them

## During the trip:

- Children with severe medical conditions will be assigned to a qualified member of staff, preferably the Manager or Deputy. Advice from parents will also be sought to ensure appropriate care is provided
- Children with special needs will be assigned to a member of staff
- Children that require medication will be assigned to the Manager, Deputy or room supervisors
- Adults are required to stay in minimum groups of two adults. Parents who are accompanying their own children are free to go off alone with their child. If they are supervising another child, then they must stay with another adult
- All supervising adults – including any parents – will be provided with a map (if necessary), meeting up times, meeting places, departure times, a list of emergency contact numbers, details of first aid points if necessary and a list of first aiders' contact numbers
- Registers will be taken:
  - In the Nursery prior to leaving
  - On the coach before leaving
  - On meeting up
  - On the transport before leaving
  - On returning to the Nursery

Last updated February 2020