



# Abbey Wood Grange Day Nursery

## Outings Policy

As part of their learning and development, children at the nursery may undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

These will be carefully planned and the following guidelines will be followed on all outings from the nursery, whatever the length or destination of the visit:

- Written permission will always be obtained from parents before taking children on trips
- Appropriate staffing levels for outings depend on how the safety and individual needs of the children can be assured
- At least one member of staff will hold a valid and current paediatric first aid certificate
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- A senior member of staff will carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear nursery uniform
- Children will be easily identified by staff when on a trip by wearing a nursery t-shirt displaying the nursery name and telephone number
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery
- A pre-visit check list and risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing. The plan will include details of:

- The name of the designated person in charge – the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival

- The number of children, age range of the children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to child's learning and development needs.

### **Use of vehicles for outings**

- All staff members shall inform parents in advance of any visits or outings involving transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- When we use coaches we will make the relevant checks that are required including record of vehicles and drivers including licences, MOT certificates and business use insurance.

If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seat belts and booster seats are used
- Ensure maximum seating is not exceeded
- No child will be left in a vehicle unattended
- Extra care will be taken when getting in and out of the vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded
- Ofsted will be contacted and informed of any incidents

*Internal use only*

<b>Last updated/reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>
<i>May 2014</i>		