

OUTINGS POLICY AND PROCEDURES

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2	Revision to existing document	S Cox	12-6-06
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1. General Outings Policy

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

- Parents/carers will be informed in writing of any visits or outings involving transportation (by public transport, private coach/car) of children away from the nursery. They will be asked to sign a consent form each time such an outing takes place.
- For local outings (where children and staff walk to the destination), we ask that parents/carers give their consent for these trips by signing the relevant section on our child care agreement form. Where possible, staff will let parents/carers know in advance that their child will be attending a local walk/trip.
- A risk assessment will be carried out for each outing, and staff will follow the specific procedures outlined below.
- When taking a child on such a trip, outing or special event, the nursery will:
 1. Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
 2. Operate a staff to children ratio of 1:2 and ensure at least two members of staff are present. Each adult will assume responsibility for the same two children throughout the trip
 3. Provide a designated person in charge, normally a senior member of staff (manager, supervisor or senior practitioner) and a designated First Aider.
 4. In case of a child going missing the Lost/missing Child Procedure (Outings) will be followed.
- The staff members will:
 - 1 Ensure that the staff to children ratio of 1:2 is maintained at all times
 - 2 Take a list of children (or register) with them.
 - 3 Take a first aid kit.
 - 4 Take a mobile phone and contact numbers for staff and children
 - 5 Take anything else that is deemed necessary for the comfort of the trip.
 - 6 Contact the nursery at least once whilst out.
 - 7 Ensure all children are wearing a badge and wrist strap with the contact number of the nursery.
 - 8 Ensure that wrist straps are used as an extra security measure where appropriate, e.g. for children with special needs
 - 9 Ensure all children not in a buggy are wearing fluorescent jackets.
 - 10 Take the register of children attending the trip before setting off, on arrival, half way through the visit, before departure, and again on arrival back at the nursery.

- 11 Take head counts as deemed necessary throughout the trip
- 12 Make provision for children with learning difficulties and/or disabilities, and those speaking English as an additional language ensuring that their individual needs and safety are properly met whilst on the outing e.g. by obtaining specific words in their first language, the use of pictures, photographs or signs to enhance their experiences whilst on the trip
- 13 Ensure any incident or accident that occurs on the outing is recorded in writing
- 14 Inform Ofsted and/or local Health and Safety Executive of any serious incidents or accidents
- 15 Follow the nursery's code of conduct and maintain the nursery's high standards of care and professionalism whilst on outings and trips

2. Use of vehicles for outings

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Nursery Manager.

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

- Ensure that written consent has been obtained from all parents/carers.
- Ensure vehicles fitted with seat belts, child seats, booster seats and airbags are used correctly.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by staff members.
- No child will be left in a vehicle unattended.
- Care and will be taken when getting in or out of a vehicle. Where possible, the vehicle should be parked away from busy roads and children should enter and exit on the pavement side.

3. Procedure to be followed for all outings

The staff member in charge of the outing will:

- Carry out a risk assessment of the destination in advance of the trip. Should this be a destination that is frequently visited (e.g. local playground), staff will complete a risk assessment once a year but be mindful of any safety concerns on every visit, and up date the risk assessment as appropriate. The risk assessment must be counter-signed by the Nursery Manager before the outing commences.
- Ensure that they have completed an Outings Check List before commencing the journey
- Assign each child to an adult who will be responsible for their safety throughout the outing
- Ensure all children hold hands with an adult whilst walking, and that the group stays together as one unit at all times. The group will normally be lead by the designated person in charge
- Plan a safe walking route to the destination using approved pedestrian crossings
- Ensure that each adult maintains a constant vigilance whilst at the destination, in particular keeping sight of the two children for whom they are responsible

Outings will only take place as long as sufficient staff remain on the nursery premises to maintain the required adult to child ratios. This will be recorded on the nursery registers.