



Visits and Outings

As part of their learning and development, children at the nursery 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 away
- Outings in the local vicinity do not require permission
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- We aim for all staff who attend the trip to be Paediatric first aid trained
- 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 trips away
- 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 always carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing. A copy will be given to the Nursery Manager prior to departure to be signed off
- All staff will be easily recognisable by other members of the group; wearing their ID badges
- A fully charged mobile phone will be taken as a means of emergency contact, and permission will have been sought from the manager prior.
- 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.

A full risk assessment and outing plan will be carried out for each outing and this will be displayed for parents to access. This 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 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 (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the 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 the 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
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the school vehicle e.g. tyres, lights etc. and a log-book of maintenance, repairs and services is maintained
- The school vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
- When children are being transported, there will always be at least one adult in the vehicle, excluding the driver.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

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

In an emergency

In the event of a serious accident an ambulance will be called at the location, as well as parents being contacted if it is a child. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery. The nursery Manager Claire Robinson must be called on 07917 822 395 or another senior member of staff must be notified of the emergency. Emergency contact numbers must always be to hand whilst out on the trip along with a fully charged mobile phone. Please refer to the Accident and First Aid Policy

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

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

This policy was adopted on	1 st September 2015
Issued by	
Date disseminated to staff	
Date for next review	July 2026