



Visits and Outings

As part of our curriculum the children at the nursery undertake a range of local outings including walks, visits, etc, off the premises and permission will be sought for a child to be included in such outings. Outing and visits are to compliment and enhance learning opportunity and extend play opportunities for the children. These will be carefully planned and the following guidelines will be followed on all outings from the nursery, however local or frequent they may occur.

Outings

- Parental/guardian's consent should always be given in writing. The consent form should detail the date and timing of the trip, the location and activities to be undertaken.
- Advice should be sought in advance from the location of any potential risks and what control measures and emergency arrangements they have in place (eg a farm must provide appropriate hand washing facilities and warning posters above the risk of E.Coli and the need for hand washing). Also that the chosen venue is appropriate for the age, stage and development of the children.
- Regular headcounts will be carried out throughout the outing. Timing of the headcounts will be discussed with the Nursery Manager prior to the outing.
- A completed Trip register, designated route map / travel plan and emergency contact numbers will be taken on all outings.
- The correct number of competent adults (staff and/or parents) must accompany the children to ensure that they are supervised at all times, where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- Ensure that a First Aid kit and other emergency equipment is taken including medication, inhalers etc needed by children and/or staff.
- Ensure that at least one qualified First Aider will always be a member of the group.
- Ensure that a mobile means of communication is taken for emergencies, and inform management of the approx time you are due back.



- Do not pack picnics for use after 90 minutes as contamination will have begun to take place after that time, (unless stored in cooler bags and a thermometer is used to monitor the temperature). Ensure that supplies of water are taken in non-breakable containers.
- All staff and children of the group will be wearing Hi-visibility jackets / armbands making them easily identifiable.
- Double-check safety and emergency information when you arrive at the location.
- Supervise the children at all times, ensure they know what they should do and what they shouldn't and why, keeping a look out for unidentified risks at all times.
- Using the mobile communication, ring management to advise when you are leaving the site and reconfirm your expected time of arrival on return.
- Hopefully, the outing will have been enjoyable and event-free, but if an incident does occur, even a very minor one, then tell management so that it can be considered in advance of the next outing.
- In the event of an accident, staff will assess the situation, if required, the group will return to the nursery immediately. In the event of a serious accident an ambulance will be called to the scene, as well as the Nursery Manager and parents being contacted. One staff member will accompany the child to hospital, the rest of the group will return to the nursery.

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 maintaining. Regular checks are made to the nursery vehicle e.g. tyres, light etc and a logbook of maintenance, repairs and services is maintained
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- Drivers of vehicles are adequately insured
- All vehicles used are fitted to the supplier's instructions with sufficient number of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/ coach are fitted with 3-point seat belts



- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving license. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

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 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.

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. coats, safety reins, pushchairs, backpacks, packed lunch etc.
- Staff contact numbers
- Methods of transportation and travel arrangements (including route)
- Financial arrangements
- Emergency procedures
- Name of designated first aider and the first aid provision.
- Links to the curriculum.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of contact.



Local outings

Risks may include:

- *Slips (eg slippery leaves)*
- *Falls and trips (eg uneven pavements, construction works)*
- *Impact injuries (eg falling branches, roof tiles)*
- *Abduction*
- *Incidents (eg attack, drunks, dangerous dogs)*
- *Contamination from dog excrement or similar*
- *Scares (eg bullying from older children, witnessing an accident)*

It is therefore essential that a senior member of staff has walked the route to the outing and the location itself to ensure that there are no obvious risks present. If there are, and the risks cannot be removed or controlled, then the outing should be cancelled and rescheduled, at which time, the same procedure will need to be followed.

If the outing is to go ahead then the Manager must be informed of the names of all children and staff (and others if applicable) who are going on the outing, and must ensure that the correct level of responsible adults are available to supervise the children.

The anticipated return time must be noted, and a mobile means of communication taken (if the outing does not return within the time stated then the Manager must telephone the senior member supervising the group to check if there are any problems). If no response is obtained then the emergency services should be summoned.

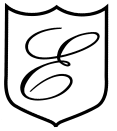
Before opening the front door a member of staff must ensure that the entrance gate is securely closed to prevent children running into the road. The gate must only be opened when all the children are gathered together and are correctly supervised.

When arriving at the destination, a quiet area free from obvious dangers must be selected.

Members of staff (and others) supervising outings must be vigilant at all times as, whilst a danger may not be immediately apparent, the situation can soon change (eg a dangerous dog)

Should the group experience unforeseen problems then the Manager should be telephoned and the outing immediately terminated.

Regular headcounts will be carried out throughout the outing. Timing of the headcounts will be discussed with the Nursery Manager prior to the outing



Ensure that a First Aid kit and other emergency equipment is taken including medication, inhalers etc needed by children and/or staff.

When the group returns a register must be taken to ensure that all children have returned.

For older children

If a ring line is used, a visual safety check should be carried out to ensure there are no faults.

If the children are guided by holding hands, this must be discussed prior to leaving the nursery to ensure all children are safely guided throughout the outing and that there are sufficient responsible adults.

For walks with prams

Prams should be risk assessed before the outings and prior to any children being put into the prams.

The staff in the unit must discuss with the managers the route they have chosen and select the corresponding map. This should then be displayed in the plastic file on the nursery whilst on the outing along with the outing record form, in the plastic file on the nursery notice board whilst the outing is taking place. Once the unit have arrived back and the register has been taken, please file this form