

## visits & outings policy & procedure

As part of their learning and development the children at the nursery undertake a range of local outings including walks, visits, etc, off the premises and permission will be sought for your child to be included in such outings (Appendix 1). Outings and visits are planned 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.

- written permission will always be obtained from parents before taking children on trips Appendix 1).
- appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- a travel first aid box will always be taken on all outings along with any special medication or equipment required
- a completed Trip Register and parent/staff contact numbers will be taken on all outings
- regular headcounts will be carried out throughout the outing. Timing of headcounts will be discussed in full with the nursery manager or out of school co-ordinator 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.
- all staff will be easily recognisable by other members of the group; they will wear the nursery uniform. Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed
- at least one qualified first aider will always be a member of the group
- 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 checklist and risk assessment will always be carried out before the outing. It is recommended that the venue be visited prior to your trip. 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 and this will be displayed for parents to access (Appendix 2 to be completed) 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, 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 vehicle e.g. to tyres, lights, etc, and a log book of maintenance, repairs and services is maintained.

The vehicle is kept in proper order and is fully insured for business use and is also protected by breakdown cover.

All vehicles 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 we use a mini bus, the driver is checked that they are over 21 years of age and hold a P.V.C. driving license. This entitles the driver to transport up to 16 passengers.

When children are being transported, there is always be at least one adult in the vehicle, excluding the driver, where more than three children under the age of five years are being transported.

When planning a trip or outing uses 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 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.

**Appendix 1**

**LOCAL OUTINGS:**

I do/do not\* give permission for ..... (child's name) to attend local group outings i.e. walk in the local area/park.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ (parents/carer)

**NB: For any trips further a field or relating to a specific activity; additional permission will be requested by a seperate letter and reply slip.**

## Appendix 2

### visits & outings planning

Please check the advice and guidance references given in the **Outing Organiser** document. A copy of this planning record is taken on the outing and left at the nursery before going out on any outings.

Leader & contact number during outing

deputy leader & contact number during outing

Venue – name, address & telephone number

Preliminary visit made/information received

Date and times of outing / itinerary

Number of children

Age range of children

Risk Assessment completed: Yes/No (delete as appropriate) by:

Children with Special Needs / special requirements

Adult / child ratio

Group Supervisor - special skills needed

Supervisors/Staff names – names and special skills (with contact numbers)

Travel arrangements/information – *e.g. public / private, company used, times, emergency contacts*

Financial arrangements / information / cost per child – *e.g. venue, travel & insurance costs, funding available*



PROMOTING QUALITY IN EARLY YEARS



Insurance information – e.g. type of insurance & cover, who's covered, emergency contact

***You may wish to photocopy the next two sheets to give to the Group Supervisors.***

Emergency procedures – e.g. who's in charge, recording incidents, liaison with others

First aid provision - First Aiders, responsible person, venue & travel provision

Aims and objectives of outing / learning and development links including outing activities – e.g. what to expect at venue, where children will go & what they will do, what learning will take place

Pre-visit activities – e.g. what learning will have taken place before the outing

Post-visit activities / follow up – e.g. what learning / consolidation will take place after the outing

**Organisation Leaders consent** (*insert signature*) .....

**Evaluation**

Venue – e.g. suitability, facilities, content, attitude to clients

Transport – e.g. helpfulness, reliability, attitude to clients

Itinerary/activities at the venue – e.g. what worked & what didn't, which were most effective

Pre-visit & post-visit activities – e.g. what worked & what didn't, which were most effective

**This policy was adopted on:** 31<sup>st</sup> March 2010

**Signed on behalf of the nursery:** .....

**Job Title:** .....

**Date for review:** 31<sup>st</sup> March 2011

Appendix 1

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(\* delete as necessary)