

Little Treasures Nursery Visits and Outings Policy

Rationale

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.

Aims and Objectives

- A staff member shall inform you in advance of any visits our outings involving the transportation of children away from the nursery.
- The nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.
- A full risk assessment will be carried out for each outing.

Implementation

When taking a child on such a trip, outing or special event, the nursery will:

- Secure individual written consent slips signed by a parent
- Advise parents of the time and place the visit will take place.
- Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch, etc.
- The ratio for staff to children depends on the age group of the group and will be advised at the time.
Ratio: 1 adult = 2 children aged 2 years
1 adult = 3 children aged 3-4 years.
- There will be a designated person in charge and a designated First Aider.

The staff members will:

- Divide children into appropriate ratio groups.
- Take register with them.
- Take a first aid kit.
- Take a mobile phone and contact numbers.

- Take anything else that is deemed necessary for the comfort of the trip.
- The staff members will contact the nursery at least once whilst out.
- All children will wear a badge with the contact number of the nursery.
- The register will be taken before setting off, on arrival, before departure, and again on arrival back at the nursery.
- Any relevant medication needed will be taken i.e. inhalers.

Use of Vehicle for Outings

When planning a trip or outing using vehicles, records of vehicles and drivers includes licences, MOT certificates and business use insurance are checked.

If a vehicle is used for outings the following procedure 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.
- Care should be taken when getting into or out of a vehicle.

In the even of a child being lost, the Lost Child procedure will be followed. Any incidents must be recorded in writing.

Reviewed April 2008