

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 outings 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:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a member of staff before the outing to assess the risks or hazards, which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission will always be obtained from parents before taking children on trips.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children. At least one member of staff will hold a valid and current paediatric first aid certificate.
- 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 outings.
- 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.

- Children will be easily identified by staff when on the trip by use of a badge system. The nursery name, nursery number and mobile number to contact staff will be displayed.
- 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 hospital, and the rest of the group will return to the nursery.

Risk assessment/outings plan

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, appropriate clothing, rucksack, packed lunch etc.
- Staff contact numbers.
- Method of transportation and travel arrangements (Including the route, if possible).
- 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 additional support needs are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Any taxis, mini buses and coaches are fitted with 3-point seat belts.
- A registered taxi company will be used at all times.
- 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 we use a mini bus, we will check that the driver is over 21 years of age and holds a PCV driving license. This entitles the driver to transport up to 16 passengers.
- When children are being transported, ratios will be maintained.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificate 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. Taxis are exempt from having to use booster seats due to nature of their business.
- 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.

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 the Care Inspectorate 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 conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

Staff will endeavour to inform parents of the safety of their child(ren).

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

Health and Social Care Standards:

Compassion- 1.8

Responsive Care and Support- 3.14, 4.14

Wellbeing- 3.20, 3.23, 4.23, 4.27

Signature	Position	Review Date