

Little Rainbow Nursery

Visits and Outings

As part of our curriculum 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. 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.
- 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 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 numbers will be displayed.
- At least one qualified first aider will always be a member of the group.
- A 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. 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, rucksack, packed lunch, etc.
- Staff contact numbers.
- Method of transportation and travel arrangements (including the route).
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the curriculum.

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.

If public transport is being used (e.g. bus, tube, train DLE), each member of staff will be allocated named children to them. Staff must ensure these children board and leave the means of transport with them.

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

- Ensure the 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.

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

This policy was adopted on: April 2021

Date for review: April 2022