

# Outings Policy



## Policy

Tiny Oaks Day Nursery recognises the importance of trips and outings for children in providing new, extended and enhanced experiences which embrace the EYFS and building on their development.

## Procedure

Outings will be carefully planned, and the following guidelines will be adhered to on all outings from the nursery, whatever the length or destination of the visit:

- A full risk assessment and outing form will be carried out for each outing.
- Written permission is obtained and stated on the registration forms when children join Tiny Oaks Day Nursery. Parents / Carers are informed each time an outing is planned.
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured. Risk assessments may reflect the need for increased ratios. As a minimum the legal ratio maintains must be continued to be met.
- A Paediatric First Aider must attend the outing.
- A fully stocked and in date first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed outings form, together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing and will be included within the risk assessment.
- Staff will carry out a risk assessment identifying any potential hazards on the journey and the route to be taken to the location on the same day as the outing.
- For outings where premises are accessed, risk assessments should be sought from the venues and transport companies where applicable.
- 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 fully charged nursery mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation if a child needs to go home. If required, the group will return to the 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 by a senior member of

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staff at the nursery. The usual accident and incident procedures will be followed. 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. 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.
- An outings record will be completed, and a copy is taken on the outing and another kept at the nursery with the Nursery Manager.

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

## Linked Policies

Lost Child Policy

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
16/1/2023	<i>m khaira</i>	16/01/2024