

Visits and Outings Policy and Procedure

As part of their learning and development, children at the nurseries 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 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:

- Written permission will always be obtained from parents before taking children on trips (see child's pack)
- Parent's/carers will be contacted via telephone or verbally spoken to on the day of the outing to gain permission
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- 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 outings form will be taken on outings and a copy left at the nursery
- An emergency contact list will be taken on outings for all children who are going
- 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
- A senior member of staff will 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.
- Both staff and children will wear hi-viz jackets
- A photograph of the group will be taken before leaving the premises. A copy will be taken on the outing and a copy to remain at the nursery
- 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 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 the nursery being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery
- If buggies are used children must be securely strapped at all times. Older children must hold hands with staff and their peers
- When walking along the road children must be placed on the inside and staff are to walk closest to the road. Staff are to conduct head counts before crossing roads and when available use pedestrian crossings

- 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.

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, nursery mobile phone, coats, pushchairs, rucksack, packed lunch, emergency contact list, etc.
- The name of the designated first aider and the first aid provision
- A photograph to be taken of the group. A copy is to be taken on the outing and a copy to remain at the nursery.

We ensure that children are supervised adequately during visits and outings at all times and adhere to the following staff:child ratios, as a minimum:

- Children under two years 1 adult : 3 children (when using buggies)
- Children aged two years 1 adult : 2 children
- Children aged three plus years 1 adult : 4 children

*(*Port Regis Nursery will operate on the following staff:child ratios for beach visits, located at the end of the nursery premises:*

- *Children aged two years 1 adult : 4 children*
- *Children aged three plus years 1 adult : 8 children – plus one additional adult)*

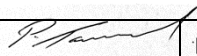
In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Ofsted will be contacted and informed of any incidents.

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.

- Please see 'Outings Form'

This policy was adopted on



Date for review



Townsend **Montessori**
NURSERIES

20.12.19

December 2020