

**Visits and Outing Policy**

**Date updated: April 2024**

**Date of next review: April 2025**

At Woven Nursery and Preschool**,** we offer children a range of local outings including

walks and visits off the premises. We believe that planned outings and visits complement

and enhance the learning opportunities inside the nursery environment and extend children’s experiences. We always seek parents’ permission for children to be included in such outings.

**Procedures**

Visits and outings are carefully planned to use the following procedures along with any local/national guidelines, 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 senior 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, minimize 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 out
* 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 and this will be increased where risk assessment of proposed activity deems it necessary
* A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
* A completed trip registers together with all parent and staff contact numbers will be taken on all outings
* Regular headcounts will be carried throughout the outing. Timings of headcounts will be discussed in full of the nursery manager prior to the outing
* All staff will be easily recognizable by other members of the group; they will wear the nursery high visibility vests/jackets
* Children will be easily identified by staff when on a trip by use of a yellow safety high vis vest jacket. The nursery name, and mobile number will be displayed
* A fully charged nursery mobile phone will be taken as a means of emergency contact (staff are

reminded of the mobile phone policy and asked to leave personal phones at the setting).

* 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.
* One member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/ incidents

(**See Lost Child Procedure from Outing Policy)**

**Risk assessment/outings plan**

The full risk assessment and outing plan will be displayed for parents to see before giving consent. 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 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, coats, safety reins, pushchairs, rucksack, packed lunch etc.
* Staff emergency contact numbers
* Method of transportation and travel arrangements (including the route)
* Financial arrangements
* Emergency procedures
* The name of the designated first aider and the first aid provision
* The estimated time of arrival at the place where they are visiting and expected time they will arrive back at the nursery.

Use of transport 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 disabilities are concerned
* When children are being transported, we maintain ratios.
* All children will be accompanied by a registered member of staff
* No child will be left in a transport vehicle unattended
* Extra care will be taken when getting into or out of a transport 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 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.

**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 place and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned.

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

Further information can be found at:

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