



OUTINGS POLICY

As part of their learning and development, children at Monkey Puzzle Day 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 to extend play opportunities for children.

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 senior member of staff will accompany the trip without being included within ratio
- 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/the legal minimum ratio maintains the same on outings as indoor practice and is up to the manager to ensure there is a robust risk assessment to aid this
- All staff with a full and relevant Level 2 or Level 3 childcare qualification accompanying children during outings must hold a current Paediatric First Aid or Emergency First Aid qualification in order to be included in the required ratios
- 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
- 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
- Children will be easily identified by staff when on a trip by use of hi-visibility jackets.
- 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 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. 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 kept at the nursery with the Nursery Manager

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, the 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 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
- Links to the child's learning and development needs

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 as soon as possible but within 14 days.

When using public transport (buses only) ensure a practitioner gets on first leaving one practitioner to make sure all children are escorted onto the bus safely. If children are not seated, ensure they are holding firmly onto the poles throughout the journey. The same bus procedure applies when entering public transport as when leaving.