

Visits and Outings Policy

From time-to-time the children are taken on outings, as these can be a beneficial way to enhance the learning of young children and help them to understand the world around them. These outings and visits can include a local visit to the park, library, or shops or maybe a more extreme outing such as a trip to a museum or theatre.

To ensure the safety of the children, nursery outings are well-planned and incorporate the procedures outlined in this policy.

Local Outings

- Permission to take a child on an outing will be obtained from the parent/carer who signs a consent form on NIB/Family for local outings.
- Local outings can include a walk to the park or local shops e.g., the child might go to the local shop to buy ingredients to carry out a baking activity.
- Regular risk assessments will take place by the manager and senior practitioners.
- The nursery will ensure that staff/child ratios are always adhered to.
- Children who are not confident walkers will go in a pram, while the older children can walk.
- Practitioners will continue and extend the child's learning; practitioners will highlight safety i.e., crossing roads, holding hands etc.
- Staff will ALWAYS carry a first aid kit and take with them a nursery mobile phone.
- Children and staff will be signed out/In of the nursery and checked by the manager.

All Other Outings

- Permission to take a child on an outing will be obtained from parents/carers
- The Manager must give further written consent for outings that are not local walking distance; a separate form will be needed for each outing. The Nursery Manager will prepare a letter telling Parents/carers when and where their children will be going and what form of
- Transportation will be used. The letter should state what time the children would leave the nursery and the expected time of return.
- Parents/carers should then give their written consent.
- Under no circumstances will a child be included in the outing without first obtaining written permission from the parent/carer.
- A full risk assessment will be carried out for each outing.
- When taking a child on such a trip, outing, or special event, **the nursery will:**
 - Secure individual written consent slips signed by a parent.
 - Advise parents of the time and place the visit will take place.
 - Advise parents on the equipment needed for the trip i.e., coats, rucksack, packed lunch etc.
 - The ratio for staff to children depends on the age of the group and will be advised at the time.
 - There will be a designated person in charge and a designated First Aider.

About the Venue

- The venue will be considered carefully. Where we are going, what the children will be doing and what the benefits are for the children. We will find out as much information about the venue beforehand as possible and where possible, we will visit in advance and will make sure we are aware of all rules, regulations, and arrangements.

Springboard Nursery, Policies and Procedures



- Arrangements will be made to ensure that the needs of the children and adults with disabilities are met. Checks will be made if there is any special equipment, clothing, or footwear needed. We will also find out about the First Aid arrangements/policies.

First Aid

- Careful consideration must be given in the planning of any outing. First Aid equipment and qualified First Aiders will attend **all** trips and outings.

Medication

- Identify any children who may be taking medication and take written instructions (IHP Medication form) with us for its correct administration. Decide in advance, who has responsibility for giving children any medication.

The staff members will:

- Divide the children into small groups.
- Take a register with them.
- Take a first aid kit.
- For all specific outings, a member of staff should take the nursery mobile phone with her/him so that the group is contactable and all necessary contact Numbers and anything else that is deemed necessary for the comfort of the trip.
- The staff members will contact the nursery at least once whilst out.
- All children will wear a badge/sticker with the contact number of the nursery.
- The register will be taken before setting off, on arrival, halfway through the Visit, before departure, and again on arrival back at the nursery.

Responsibilities

- During planning for any trip/outing, practitioners will identify who will be responsible for what. If parents are going on the outing, come to an agreement beforehand as to what their role will be regarding their own children.
- Talk to the children in advance about the safety rules, especially regarding activities such as crossing a road, swimming etc.

List of Names

- A list of names of both staff and children should be left with the Nursery Manager.
- Children will wear identity badges to indicate the name of the nursery they are with and the telephone number.
- Each adult must be clear about which children they are responsible for. The group leader must ensure that a head count is made before leaving the nursery, regularly during the outing and then again just before leaving the outing site.

Transport

All transport must meet both legal and good practice requirements. It is important that the person(s) planning the outing, check ahead of time regarding seating arrangements for children and adults with disabilities. When planning a trip or outing using vehicles, records of vehicles and companies will be recorded.

All vehicles must be fitted with seat belts, which must be used. Booster seats and/or car seats must be provided and used as appropriate.

Vehicles must be properly maintained, and the drivers adequately insured.

Buses, Coaches and Trains: All children must be supervised and seated at all times. If a coach is used, ensure that all legal and good practice requirements are met. We will ensure that the vehicle is properly insured and that the coach driver is properly qualified.

There should be a clear understanding as to where the group is going and at what time the group will be returning. Should there be a delay in returning, someone in the group must contact the designated person so that arrangements can be made for informing parents. The outing group leader must also have a written list of the children taking part in the outing.

Use of vehicles for outings

If a vehicle is used for outings the following procedure will be followed:

- Ensure 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.
- Care is taken when getting into or out of a vehicle.
- In the event of a child being lost, the Lost Child Procedure will be followed.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023