




Outings and Visits

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Policy

Otters Nursery Schools strongly encourage staff to help our children of all ages to benefit from the surrounding countryside. We believe that children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Nature walks are a regular part of nursery routine or nature activities that enjoy the local countryside. Occasionally specific organized trips are arranged to take children to a different location.

Keeping children safe and secure whilst away from the premises is of the utmost importance and our procedures ensure this.

- All outings and trips are risk assessed beforehand.
- Written Parental consent is sought at registration and must be given to allow their child to partake in walking trips into the local vicinity.
- Written Parental consent is sought and must be given to allow their child to partake in each specific organised trip to an alternative location.

To allow for Outings and Visits the Manager must follow the procedure:

Manager Procedure

- Ensure a minimum of 2 staff remain on the premises if children are on the premises.

For local regular destinations within walking distance:

- Written Parental consent is sought at registration and must be given to allow each child to partake in walking trips into the local vicinity.
- Include details of the local destinations in the Parent Consent form.
- Visit each local destination in the vicinity to be used regularly, before the first trip.
- Prepare a separate risk assessment for each destination, including the journey to and from the destination.
- Ensure the risk assessment indicates where child restraints are NOT required.
- Children may move freely in a contained area or in an area where access to roadways or dangerous environments such as rivers is restricted.

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- Record the risk assessment for each destination in the Health and Safety Risk Assessment File.
- Check the risk assessment each term.
- Allow parents access to view the risk assessments.
- Record a separate outings sheet and make a copy, one to remain on the nursery premises and one to take on the trip, for each trip including:
 - a) the destination including the address and phone number,
 - b) the type of activities and details of venue,
 - c) the date of the trip,
 - d) time of departure and expected time of return,
 - e) a list of the children attending the trip and details of any allergies,
 - f) a list of the staff attending the trip,
 - g) a list of all adults: volunteers, parents, etc. attending the trip with their contact details, emergency contacts and a details of any allergies etc.
 - h) the names of the Lead Person in Charge and the Deputy Lead.

- Ensure all local destinations are reasonably close and within walking distance.
- Gain written permission from designated Company Director R. Angell if the destination involves crossing a road.

For Organised trips to Destinations away from the setting using transport

- Ensure all destinations and venues are suitable for nursery-aged children.
- Written parental consent is sought and must be given to allow each child to partake in each organized trip away from the setting using transport.
- Visit the destination and venue before the trip to confirm its suitability.
- Check the transport to be used is fully insured with appropriate legal child seats and restraints.
- Prepare a separate risk assessment for the destination venue, including the journey to and from the venue.
- Record the risk assessment for the destination in the Health & Safety Risk Assessment File.
- Allow parents access to view the risk assessments.
- Gain written permission from the designated Company Director R. Angell
- Prepare and record a separate outings file for the destination venue and make two copies, one to remain on the nursery premises and one to take on the trip, for each trip, including:
 - a) the destination address and phone number,
 - b) the type of activities and details of venue,
 - c) the date of the trip,
 - d) the time of departure and the expected time of return,
 - e) the form of transport, details of the company/persons providing the transport including their insurance details
 - f) a list of the children attending the trip, with contact details including emergency contact details, Allergy details, Medication details and the signed consent form.
 - g) a list of the staff attending the trip, with contact details including Emergency contact details and Allergy details.
 - h) a list of all adults including volunteers, parents etc. attending the trip with contact details including Emergency contact details, Allergy details and signed consent form
 - i) the names of the Lead Person in Charge and the Deputy Lead.

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- Give parents information about the trip including :
 - a) the destination address and phone number,
 - b) the type of activities and details of the venue,
 - c) the date of the trip,
 - d) the time of departure and the expected time of return,
 - e) the form of transport, details of company/persons providing the transport
 - f) the staff attending the trip,
 - g) all adults including volunteers, parents etc. attending the trip
 - h) the names of the Lead Person in Charge and the Deputy Lead.
 - i) any special requirements for the trip.
- The Manager must ensure that ALL adults involved in and attending a trip or outing understand the Supervision on Outings and Visits Procedure and has agreed in writing to abide by the procedure.

For children to remain safe and secure on Nursery Outings and Visits all staff including students, volunteers, unpaid staff, parent or family helpers must follow the procedure:

Supervision on Outings and Visits Staff Procedure

- All outings must be authorized by the Manager (or in their absence the Deputy)
- All outings must have a named Lead Person in Charge and Deputy Lead.
- The named Lead Person in Charge is a minimum Room Leader status for local regular destinations.
- The named Lead Person in Charge is a minimum Manager status for destinations away from the setting using transport.
- All outings must have at least 2 members of staff present.
- All outings must have a qualified First Aider present.
- All outings must take the mobile First Aid Kit.
- All outings must take medication that needs to be administered during the duration period of the outing as per the Medication on Outings Procedure.
- All outings must take the nursery mobile phone.
- All outings must take their Outings Sheet or Outings File including a list of the children and adults attending.
- The outing's ratios of children to staff must be upheld at all times :
 - For local regular destinations within walking distance:
 - Under 2 years: 1 adult to 2 children
 - 2 to 3 years: 1 adult to 3 children
 - 3+ years: 1 adult to 6 children
 - For organised trips to destinations away from the setting using transport:
 - Under 2 years: 1 adult to 2 children
 - 2 to 3 years: 1 adult to 2 children
 - 3+ years: 1 adult to 4 children
- Children must be supervised at all times.
- Children must be assigned to the particular care of an adult attending the trip/outing.
- Adults must be aware and familiar with their assigned children and be responsible for the care and supervision of their assigned children throughout the duration of the trip/outing
- Children must be aware of and familiar with their assigned adult.
- All adults must follow instructions issued by the Lead Person in Charge.

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- Safety harnesses etc. can be removed when the Lead Person in charge deems it safe for all children to move freely and their use and removal are clearly indicated in the Risk Assessment.
- Children may move freely in a contained area or in an area where access to roadways or dangerous environments such as rivers is restricted.
- Any safety restraints which are deemed necessary under the risk assessment must be age appropriate and used according to the manufacturer's instructions:
 - Under 2 years: Pushchair with harness applied
 - 2 to 3 years: Pushchair with harness applied or body harness applied
 - 3+ years: Wrist harness
- Follow other procedures that may be required whilst on the trip including First Aid Procedure and Missing Child Procedure.
- Follow any specific safety instructions issued by the venue or for a particular activity.