

# Outings and Visits Policy

Date: September 2018

Review Date: October 2019

Our Nursery believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

A senior member of staff will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, a senior member of staff will write to the venue requesting all relevant information and a risk assessment statement where available.

The Nursery will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution according to age and stage of development.

Children will be talked through any potential safety hazards and told to remain with staff at all times.

## Parental Consent

No less than two weeks before a proposed visit or outing, the Nursery will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any additional costs involved, an outline of any journey involved and the mode of transport being used, as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings, and they also have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be allowed to participate.

## During visits and outings

On visits or outings, ratio's of adult to child will be dependent on the age and stage of development of the children within the group, whilst meeting the legal requirements. Children will remain under close supervision at all times. The senior member of staff will carry a list of all emergency contacts of staff, children and parents who are attending any visits or outings.

- The senior member of staff will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- A designated member of staff will keep a mobile phone with her/him at all times and the number will be circulated to all parents/carers in advance of the visits or outings. The number will also be left at the Nursery in case of an emergency.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A full description (including clothes) of each child will be recorded and taken with the staff on the trip in case of an emergency.
- All children must wear a hi-vis jacket, walking safety wrist straps and an emergency contact wristband.

A list of all members of staff, adults and children participating in the visit/ outing will be left with the Manager back on site.

Management Signature: .....

Date: .....