



VISITS AND OUTINGS

Purpose

As part of their learning and development, the children at the nursery undertake a range of local outings including walks, visits, etc., off the premises and permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance learning and extend play opportunities for the children. These will be carefully planned, and the following guidelines will be followed on all outings from the nursery, however local or frequently they may occur.

Policy

- Written permission will always be obtained from parents before taking children on trips
- A senior member of staff will always carry out a risk assessment and checklist identifying any potential hazards on the journey or at the location prior to the outing. This will also ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured.
- For walks - depending on where you are walking, distance & type of roads. Ratios are as follows, anything other than these must be authorised by Senior Management
 - 1:2 for walking 2-year-olds
 - 1:3 for double buggy + one walker on a rein
 - 1:4 for Pre School children all on reins
- A L3 or equivalent qualified staff member must be present on an outing. Staff must not go out alone with a group of children.
- A travel first aid box will always be taken on all outings along with any special medication or equipment required. [Refer to Outings/Emergency Bag checklist](#)
- A completed Trip Register and parent/staff contact numbers will be taken on all outings
- **10-minute headcounts** will be carried out throughout the outing and recorded.
- 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 a sticker system. The nursery name, number and mobile number will be displayed
- At least one qualified first aider will always be a member of the group
- A fully charged nursery mobile phone will be taken as a means of emergency contact (no personal phones)
- 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 children. In the event of a serious accident, an ambulance will be called to 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 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:

- Name of the designated person in charge - the outing leader
- Name of the place where the visit will take place and estimated time of departure and arrival
- Number of children, the age range of children, the ratio of staff to children, children's individual needs and the group size



- Equipment needed for the trip i.e. coats, safety reins, pushchairs, rucksack, packed lunch, etc.
- Staff contact numbers
- Method of transportation, copy of transport insurance with public liability and travel arrangements (including the route)
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs

Transportation Policy during outings

We take the safety of children very seriously and realise the responsibilities required when transporting children. We will ensure all legal requirements are met:

Authorisation must be obtained before using any transport for any outing or trip outside of the nursery.

Buses/minibuses/Taxis (this does not apply to public transport)

- we will ensure that there is one seat per child
- all seats will be equipped with appropriate seat belts and age-appropriate chairs and boosters with backs will be used
- the vehicle will have a valid MOT certificate and appropriate insurance
- the vehicle will have a fire extinguisher and first aid kit, an emergency kit containing a warning triangle, torch, blankets, wheel changing equipment, mobile phone with children's and staff's emergency contact numbers
- section 19 (local authority driving permit) will be obtained if appropriate
- the driver will hold a pre-1997 driving licence with valid category D1 authority
- if there are 4 or more children at least 1 non-driving escort will be in the vehicle
- we will obtain written permission from parents prior to transporting children
- all transportation used by the company will be covered for business use insurance
- 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
- extra care will be taken when getting into or out of a vehicle
- **ALL** car seats must be the child's own and fitted into the vehicle by the parent or guardian.

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.

Associated Documents

- [Health and safety policy](#)
- [Outings, Walks Risk Assessment](#)
- [Blank Risk Assessment](#)
- [Code of Conduct policy](#)
- [Lost or Missing Child Policy](#)



- Outings/Emergency Bag checklist