



Policy reviewed on 20.03.2017

### **Outings Policy.**

When taking children out of the nursery grounds the following procedures will be followed:

- Parents will be asked to sign a consent form for visits into the local area as part of the registration process.
- A Risk Assessment will be made prior to the visit.
- The trip will be thoroughly planned and a preliminary visit by a member of staff will have been made.
- The adult: child ratio will be sufficient to ensure the safety of the children.
- For trips further afield a parent/carer's written consent will be obtained prior to the visit. Children for whom we do not have written consent will not be taken on the outing but will be supervised in the nursery.
- The play leader will ensure that the staff: pupil ratio for any children remaining in the pre-school meets the required standard.
- The play leader will take a copy of the "children's emergency contact details" with them on the outing.
- A member of staff will take a first aid kit, children's medication (inhalers etc), tissues, gloves and a bag for rubbish (in the 1<sup>st</sup> Aid Kit), a mobile phone and any other equipment appropriate to the needs of the children.
- Children will wear fluorescent vests and appropriate clothing for the weather conditions when on outings.
- Parents/carer's will be given a mobile phone contact number and an itinerary.
- Parent's who do not wish their child to attend the outing will be offered another session if it is available. Staff ratios for trips to the park are dependent on the ages and stages of the children but should never exceed to welfare requirement ratios of 1:3 for babies, 1:4 for 2 year olds and 1:8 for 3 + 4 year olds. Normal ratios for 3 and 4 year olds going to the park are at least 1:4.
- Children will be counted out and back in by 2 members of staff every time.
- Even the most local trips will follow the above procedures.
- Any time children are taken out of the secure fencing it will count as an outing.
- The member of staff taking the children out will notify Paula, Sarah or Harri that they plan to do so and talk through the risk assessment they have carried out.

Signed: