

Outings

For all outings the following procedures must be followed:

- A full risk assessment must be carried out, identifying any risks that may occur, any roads, suitable crossings and dangers and how these will be safeguarded against transport etc.
- An assessment of the ratios required. Ratios must be strictly met. This must be done and recorded in the risk assessment outings book for each outing.
- Written permission must be obtained from all parents prior to the outing. This can be found on the child's application form.
- Parents must be informed before each outing.
- Additionally, where possible parents / carers should be encouraged to join in as they can be responsible for their own child and allow staff to concentrate on the other children.
- A senior Level 3 member of staff with responsibility of the nursery phone and a first aider must be present and a suitable first aid box must be taken. Copies of registration sheets containing contact number, allergies etc must also be taken.
- A register of children taken from the premises must be made. The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- A label must be attached to all of the children showing the name and contact number of the nursery / nursery mobile number. Additionally, it should also show the mobile telephone number of one of the staff members on the outing. This label must be displayed on the child in a manner which is visible and is not easily removed by the child.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drink must be provided at similar times to those in nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all parties should assemble. These must be strictly adhered to.
- Transport must be fully insured, drivers details satisfactory and all seats must have safety harnesses or equivalent. The maximum seating capacity of the vehicle must under no circumstances be exceeded.
- Spare clothing, nappies etc. should be available.

At the conclusion of each outing the member of staff in charge of the outing must complete a review with recommendations for any further visits, noting the following

- Any particular problems with transport (e.g. coach arriving late, seatbelts etc)
- Any particular problems with the venue (e.g. no shelter, safeguarding concerns etc)
- Any particular problem with individual children (illness, distress etc)
- Educational benefits of the visit
- Recommendations for future visits
- Prior to each outing the person in charge of the outing will refer back to the reviews and take accounts of comments for preparing the next outing.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**