

OUTINGS POLICY

- Signed parental permission will be sought on children's registrations form for their child to leave the nursery premises to go on appropriate outings.
- All outings will be authorised by the Manager/Deputy in Managers absence.
- The venue will be suitable for all children regardless of age.
- A risk assessment will be carried out before the outing, ensure appropriate venue, travel arrangements, which vehicle is being used, adequate insurance. Measures are taken getting on and off the transport and child's safety whilst there. The route taken is also recorded on the Risk Assessment Forms and any hazards recorded. A full copy of the Risk Assessments is held in the Managers Office.
- All seatbelts are checks before the journey.
- Records will be kept on the vehicle which transports the children, driver insurance, MOT Certificate and list of named drivers.
- Insurance will be checked on any drivers who use their own transport.
- Adult – Child ratios will be increased to 1:2 on an outing. All adults will make sure that they are holding child's hands, when walking, crossing roads, etc and making sure that child is walking on the inner side of the pavement. Care is taken at all times of particular risks, such as when children are walking or getting in or out of a vehicle.
- Adequate clothing, tissues, wipes, equipment for spillages will be taken on the outing
- A first aid kit will be taken on outings and any child's medication e.g. inhalers.
- All staff are qualified first aiders.
- Before leaving the nursery staff fill in a sheet which is located in a folder in the staff room, which is left with either the nursery Manager or Deputy with **the nursery** mobile telephone number they are taking with them, the number of adults, the number of children and where they are going.
- A mobile phone with no camera will be taken on all outings in case of any emergency. This is the nursery mobile phone. Staff are not allowed to take their own mobile phones
- A photo copy of the register and a headcount form will be taken on outings and regular headcounts will be carried out and recorded. This is then kept in the risk assessment for outing folder in each care room.
- Original registers will be left in nursery.
- A list of adults and children attending the outing and a mobile number of the nursery's mobiles is left at nursery so that we know who is out of the building
- If staff observe anyone acting suspiciously, they will report this to the Manager of the venue or Police.
- Accident forms will be taken on outings and filled in appropriately if an accident occurs.
- If a serious accident occurs an ambulance will be called via mobile phone, parents contacted and member of qualified staff to accompany the child to hospital and stay with the child until the parents arrive.
- All children and adults on an outing will wear fluorescent visas.
- Different needs for children will be catered for.
- No child will be left in a vehicle unattended.
- Children who are collected from the Before and After school club by Taxi's will be taken to the Taxi by a member of staff and the staff will ensure that they are fastened in securely, also the driver has correct identification.
- If a member of staff has to take a child in a taxi (i.e. for transition, visit to school) a consent slip completed by the child's parent will be signed to give permission for this.