



## **OUTING POLICY**

As part of the nursery curriculum the children will have the opportunity to be taken for local walks, visits etc off the nursery premises. Trips and outings support the development and learning that takes place in the nursery and extend the play opportunities for the children.

It would be impractical to ask permission for every local trip to the library, shops or Local Park, care home so parents are asked to give to give their general consent on the permission section on the Family App on the child's first settling in session.

Parents /carers will be informed by a message on the Family App of any visits or outings away from the nursery and informing them that they will be signed out.

See below for ratios.

Under 2's will go out in the 6 seater pushchair

### **For all other trips we will:**

Get consent from parents /carers.

Advice parents/carers of the times and place of visit.

Staff to children's ratios. This is 1:3 for under 2's 1:2 for 2-3's and 1:4 for 3-5's as a general rule but ages of the children should be considered.

Advice on any methods of transport to be used.

Advice parents/carers of any equipment that may be needed for the outing such as rain macs, wellies etc. This will be done on the Family App setting can see who has read the message. If parents have not responded the nursery will speak to the parent/carer on collection/drop off or the staff will call parent/carer.

### **Staff members will:**

Divide children into small groups.

Ensure a qualified practioners and a fully qualified first aider is present and that a first aid kit is taken. As well as any medication the children may need.

Ensure contact details for all children and staff are taken.



Ensure a fully charged (nursery) mobile is taken as a means of emergency contact.

All staff and children will wear reflective jackets with the nursery name and telephone number displayed. Staff on outings are acting on behalf of Playtime Day Nursery and are expected to conduct themselves in an appropriate manner.

Headcounts should be carried out when leaving the nursery, at regular intervals throughout the outing and before departure.

The trip and venue will be assessed before the visit taking into account transport, food requirements and any other issues. This will ensure the venue is safe and appropriated for the age, stage and development of the children.

The arrangements for the outing will be recorded and risk assessments will be carried out prior to every trip. Standard risk assessments are in place for regular local trips.

Local outings- staff going on the trip should inform management the route they will be taking in case of an emergency.

It is important that all staff on outings continue to interact with the children at the same level of care and competence that is expected from Playtime Day Nursery.

Outings are planned for the enjoyment of the children and as an enhancement to their learning and development. In order to maximize the benefits' to be obtained by the children the learning opportunities should be agreed and accorded prior to the outing.

In the unlikely event of a child becoming lost or an accident happening the manager/deputy should be notified immediately so they can liaise with parents and necessary services. Please see lost child policy.

### **Dogs**

Staff must not allow the children to go near or touch dogs whilst out, even if the owner says the dog is safe. This is to ensure the safety of all children and staff.