



## Visits and Outings



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**Our Nursery believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.**

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

The Nursery will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

### **Parental Consent**

The Nursery will email all parents about any visits or Outings that children will be involved in. They will be asked to complete a form and pay any additional costs that may be needed.

Parental consent is needed for all off-site visits and outings. The Manager will take a photocopy of all parent contact details to carry on the any outings.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be allowed to participate.

### **During visits and outings**

On visits or outings, the staff to child ratio will be at least 1:2, subject to the nature of the activity and the risk assessment.

- Children will remain under close supervision at all times.
- The Manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.

- All staff must be first aid trained and a first aid box taken on outings.
- Staff / volunteers to be made aware of any medical conditions.
- High visibility jackets must be worn by children and staff / volunteers.
- Toilet facilities must be available to children at regular intervals.
- Food and drinks need to be available to all children during the outing.
- Additional clothing, wipes, nappies need to be carried on outings.
- All Children need to be appropriately dressed.
- A designated member of staff will keep a mobile phone with her/him at all times and the number will be circulated to all parents/carers in advance of the visits or outings. The number will also be left at the Nursery in case of an emergency.
- Risk Assessments will be written and read and signed by all staff and volunteers before the event.
- Paper copies of Risk Assessments will be taken on any outings and a copy left at the Nursery.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff, adults and children participating in the visit or outing, will be left with the Management Committee and/or “home” contact.
- After trips staff members need to evaluate the outcomes and amend any risk assessments as necessary.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”