



For all outings the following procedures must be followed:

- Written permission must be obtained from all parents prior to the outing.
- Staffing ratios will be decided as a result of a risk assessment being carried out prior to the outing taking place but would be no less than the level which is our intention to be in force in the Nursery – a minimum of 1 adult to every 6 children for children aged 3 years and over and a minimum of 1 adult to every 4 children for children aged 2 years. Additionally, where possible parents should be encouraged to participate in outings to share the experience with their child.
- A first aider must be present and a suitable first aid box must be taken including a sickness bowl. Copies of registration sheets containing contact numbers, allergies, Individual Healthcare Plans, inhaler box etc. must be taken. A working and charged mobile phone must also be taken.
- The children must be counted before setting off (on the coach if used) and counting must be on-going 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. In addition to counting, a register using children's names must be used.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drinks must be provided at similar times to those in the 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 the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, drivers' details satisfactory including current DBS checked and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded. If staff cars are used for transporting children parents must supply and fit a car seat which is suitable and legal for the child's weight and height. Staff must complete a 'use of staff cars' form to confirm appropriate insurance.
- All children should have spare clothing.
- A full and comprehensive Risk Assessment will be carried out before visiting any venue.

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- Where it has been previously agreed for outings where families of the Nursery children are invited, parents and carers will remain responsible for their child for the duration of the outing. Parents and carers will be made aware of this when agreeing to attend the outing.

At the conclusion of each outing the member of staff in charge of the outing will complete a review of the outing, noting the following:

- Any particular problems with transport (e.g. coach arriving late, no seat belts etc.)
- Any particular problems with the venue (e.g. nowhere to shelter during rain)
- Any particular problems with specific children (illness, distress, etc.)
- Any accidents or incidents during the visit.
- Educational benefits of the visit.
- Comments from parents.
- Recommendations for future visits.

Prior to each outing, the member of staff in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

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