

## 16. Visits and Outings

At **Cranleigh Lodge Day Nursery** we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

### Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist and full risk assessment will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed outing plan will be taken with the staff on the trip
- Regular headcounts will be carried out throughout the outing.
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets
- Children will be easily identified by staff when on a trip by wearing a high visibility jacket with the nursery name and contact number displayed
- A sufficiently charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

### Risk assessment/outings plan

We have risk assessed all regular trips and this risk assessment can be viewed by staff and parents at any time. Before going on each trip, all staff must be familiar with the appropriate risk assessment.

Before going on an outing, an outing plan will be made. This will include:

- The name of the designated person in charge - the outing leader
- The names of all staff going
- The names of all children going

- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children and any children's individual needs
- The equipment needed for the trip, i.e. first aid kit, mobile phone, pushchairs and confirming they have been checked
- Staff contact number
- Method of transportation
- Financial arrangements
- Emergency procedures
- The name of the designated first aider
- Links to the child's learning and development needs.

### **Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 2019</i>	<i>Hannah Jones</i>	<i>January 2020</i>