



Introduction to policy

As part of Burgh Wood Montessori Nursery School and The Orchard School (*hereafter the "Nursery Schools"*) curriculum planning and in order to offer additional learning experiences, the Schools may occasionally take the children off the premises. When undertaking such outings every care will be taken in the planning and organisation for the safety and welfare of the children. Adult child ratio needs will be assessed for each outing and adjustments made. However, in general Parents/Guardians are invited to all outings and a one adult to four children ratio is usually achieved.

Summary of procedures

Country Walks/Trips to the Library

The Nursery Schools sometimes take the children on country walks, Banstead Library, the Park, Greenacres Residential Home; we obtain Parents/Guardians' permission by way of the Parent Contract for all outings.

We regularly count the number of children in our care in order to ensure no child is missing.

A risk assessment will be made by the Principal/Deputy Manager prior to the visit and necessary steps taken to minimise risks and hazards. These will be documented.

Parents/Guardians and other adults will be encouraged to join us in order to have a ratio of one adult to four children.

The Nursery Schools reserve the right to cancel outings if sufficient help is not available.

Behaviour and safety whilst on an outing will be discussed during circle time and adults will be advised on their responsibilities for the outing.

Where animals are involved in the outing, children will be expected to wash their hands after touching.

A mobile phone, camera, first aid kit, personal details folder and any prescribed medication will accompany the group.

Written lists of all children and adults on the visit, together with emergency contact details will be taken by the supervising adult. Children will be carefully supervised throughout the visit. Camera and phones will be checked at the end of the outing to ensure no inappropriate photos have been taken.

At least one person who holds a Paediatric First Aid Certificate will accompany the children on outings.

If using a coach company, the Nursery Schools will identify DBS checks.

Parents will be given the choice of whether to provide car seats/booster seats for their child.

Details of the destination and emergency contact number will be issued to all parents of children involved.

Procedure for a Child Lost on an Outing

At the start of the outing, children will be allocated to a group of teachers/adults.

A safety briefing will be given to the children in Circle time, a week prior to the commencement of the outing, and at the start of the outing.

All children will wear named Hi-Vis vests during the outing.



Burgh Wood Montessori Nursery School & The Orchard Nursery School
Nursery School Outings Policy



Children will be told to approach a uniformed adult or an adult with children if they find themselves separated from the group.

If a child goes missing, remaining children will be asked to sit on the ground with a supervising adult.

All adults will be informed immediately.

An immediate search of the area will take place,

On site security will be notified and a description of the child will be given.

If a child is not located the Police will be notified.

The child's parents will be notified by the outing supervisor if the child is missing for more than 15 minutes.

If a child has been lost on an outing without parents, the supervisor will remain at the site looking for the child and will be the liaison person with the police and parents.

Other members of staff will escort the other children back to the Nursery Schools.

Any incidents will be recorded in writing and Ofsted informed.

[Further reading/contacts](#)

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