



Procedures for Outings

We recognise the value of taking the children on outings and walks but have guidelines to ensure adequate measures are taken to safeguard the children.

- All parents/carers will be asked to sign a permission slip on registration to allow the nursery to take the children on local outings, providing adult child ratios allow. Considerations are given to what these ratios are when off site, for example, the ages of the children, the nature of the trip.
- A 'record of outings' form is completed by the practitioner taking responsibility for the outing. A copy of this form remains in the setting and a copy is taken on the trip (either as a photo on the nursery phone or a paper copy).
- There will be at least 1 members of staff with suitable qualifications present on any outing leaving the site.
- The Nursery will obtain written permission from parents and/or carers to take the children out on outings planned.
- When on outings, staff will ensure that they always have: a mobile phone, fully charged, a first aid kit with the appropriate contents in, appropriate equipment for the children in their care, which is checked on a regular basis, such as pushchairs, medication, and change of clothes.
- Staff will ensure that children have an understanding of road safety, and appropriate behaviour whilst off the nursery premises.
- It is not necessary to carry out a risk assessment before every outing, but staff should give due regard when visiting and travelling to different places in our community for example: trips to the park, visits to the shops. trips on public transport (buses) and visits to the local library. This should be discussed with all members of staff attending the outing and logged on the outings form.
- Staff will also assess children's individual health needs to ensure that any medication and dietary requirements are adhered to and recorded during the outings.
- In the unlikely event of a child going missing the **'Missing Child' procedure** would be followed.
- For trips requiring more detailed planning, separate permission will be sought.
- Staff will obtain the written risk assessment documentation from the venue they intend to visit if one is available, to enable them to identify if the venue is suitable for the number and ages of the children in their care.