



Christchurch Pre-School Nursery
London Road, Braintree, Essex, CM7 2LD
Manager – Mrs Claire Macklin
07905610843
Christchurchnursery2019@outlook.com

OUTINGS / VISIT PROCEDURE

Parents are always informed of an outing or activity off premises.

All parents sign to give permission for us to take their children on an outing as part of the general admissions registration form. All outings have an educational purpose with specific learning/development outcomes for children. When taking the children away from Nursery premises for an outing/visit the following procedures apply:

1. Risk assessment undertaken before visit, signed off by Manager (or Deputy Manager in the Manager's absence).
2. The Manager appoints a designated lead for the outing.
3. We have "Walk-O-Diles". Where these are used the children are reined securely together. In this instance the ratio agreed is 1:3 (adult: child). The walk-o-diles each take 6 children so 2 adults on guard at each. If for any reason Walk-o-Diles are not in use the ratio on outings must be 1:2 (adult: child). Each child has a hand to hold. **We also use wrist straps for those children who may need a one to one.**
4. A First Aider must be present and we take a rucksack containing a First Aid box, accident record book, wipes, medication, emergency contact details for each child on the outing, mobile phone.
5. Children to be counted before setting off and counting must be ongoing 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.
6. All children wear our hi visibility jackets that have the Nursery name and phone number written on them.
7. Food and drink 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.
8. Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
9. Transport if provided must be fully insured (copy of insurance to be held at Nursery), drivers details satisfactory and all seats must have safety harnesses chairs or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
10. If a child going on the outing has medication the child's key person must accompany them. Medication must be in a sealed plastic box clearly labelled with their name. The medical record book must be taken and completed.
11. If a child has an accident or is sick on an outing, the First Aider administers any necessary First Aid. Another member of staff should telephone the Nursery to advise them and the child's parent. The visit will need to be curtailed and the party return to Nursery premises.
12. Staff must take a mobile phone and a list of all children on the outing with their parents contact details listed.
13. In the unlikely event that a child were to go missing, children should be told to stand with their designated adult and a headcount taken. One member of staff will conduct a search of the immediate area. If the child is not found, staff should call the police, then Nursery, who will follow the missing child policy. As soon as possible, the outing group should return to Nursery. It may be necessary for one member of staff to remain in the area to meet police.

Detailed record must be held in the outing file, including the risk assessment form. At the conclusion of each outing the staff member in charge of the outing will complete a review of the outing.

This policy was reviewed, updated at a meeting of the Nursery Committee in August 2026.

Signed

Manager

Committee member