



Visits and Outings:

Outings will be planned to fit in with the children's initiated interests or to provide extension to that planned indoors. The activities carried out during the outing could provide follow up activities to promote children's learning and will be evaluated and read by all adults involved.

Consent Forms

Parents and carers are asked to give their permission for their children to go on short trips and outings when they register their child with the nursery. Organised trips will be advertised in written and verbal format and specific needs of individual children will be discussed with parents and carers beforehand.

Leaving the Nursery Building

- Room leader collects register.
- Children are helped by members of staff two at a time.
- One member of staff waits inside with children whilst other staff members help the remaining children. Children line up before going outside.
- One member of staff goes to open the door.
- One member of staff carries out a headcount.
- A second head count is carried out to double check all children are present by the Room Leader (a qualified person in her absence). Registers must be used.
- One staff member is to wait at the door to ensure that all children exit the building. Two staff members are to take the children outside in an orderly line, or two at a time. One staff member is to go back to the indoor area to ensure that there have been no children left behind.

Coming back into the Nursery Building

- Children are to form an orderly line at the entrance.
- One staff member opens the front door of the nursery and remains indoors getting children to form a line there whilst other staff members help children in.
- One staff member remains at the entrance to ensure all children are ready to go inside and not wandering off.



- Other staff members take children two at a time into nursery to wait inside.
- When all children have been taken inside, a headcount is carried out. The room leader double checks the headcount and register.
- One member of staff is to go out and check the outside area.
- Children are not to be taken back to their rooms until a final headcount has been carried out and all children are present.

Transportation

Most trips and outings take place to locations within walking distance to the nursery. Private transport will only be used if the driver has adequate private insurance to cover use by the group and its children, and there is a specific purpose for its use.

The Nursery is required by law to see a copy of the coach firms MOT and Insurance certificate for the coach being used, and also the drivers licence. This applies to private cars too. This implies that the vehicle is of roadworthy condition and has enough seatbelts for each passenger it carries. The request to see the documentation will be made at the time of booking.

All children would be placed in either a car seat or booster seat in accordance with current legislation. We would ask parents with access to these resources to provide them on the day.

Children in a Car

The safety of your child is paramount and we have therefore put together the following procedures regarding the transportation of children in cars:

- All our drivers have a full, clean driving license, which is available for you to see on request.
- We will ensure that all cars are in road worthy condition by having it regularly serviced by a reputable garage.
- Jane and Sarah will ensure all cars comply with all legislation, MOT, Car Tax etc.
- All cars used are insured by insurers who are aware that we are childcare on domestic premises and have the relevant car Insurance and the Certificates are available for you to see on request.
- We will avoid where possible taking your child to petrol station, by filling up the car before or after work.



- We will ensure all car seats are correctly fitted, age and stage appropriate for the children using them and that they are correctly strapped into them.
- We will ensure that the child safety locks are in use on the cars.
- We will always carry a mobile telephone with us in case of an emergency but will not answer it whilst driving. We will return calls on our return.
- We will always carry identification on us and of the minded children in case of an emergency.
- We will always have a qualified first aider on outings but not necessarily in the same care as the child and that will carry a First Aid kit in the cars in case of an emergency.
- We will never leave a child unattended in a car.
- We will teach your child about the dangers of cars and roads, in an age appropriate way.
- We will advise you in advance if we are making any special trips or long trips in the car/s.
- If your child suffers from travel sickness please let us know immediately.
- Drivers and car details are kept in the staff file and are available for viewing on request.

Risk Assessments & Procedure

Adult/child ratios are higher on trips than in the nursery. We aim to reduce child: staff ratios as much as possible by asking parents, students and volunteers for support on outings. A risk assessment is undertaken prior to the outing to ensure both the route and the venue were suitable for the children. This is recorded on an outing risk assessment form.

A register is taken with the outing party and a copy of the register is also left at the nursery along with contact numbers for the staff on the outing. The children must be counted before setting off (on the coach if used) 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.



When setting off on an outing the most senior member of staff will ensure that they have the following:

- A First aid kit.
- Spare nappies, wipes, bags and clothing suitable for the age of the children.
- At least 2 mobile phones with the nursery number in them. Children's emergency contact numbers are saved on to the mobile telephones in the case of an emergency.
- A Register with the names of all children and staff on the trip (a copy of this will be left at the nursery).
- Suitable outdoor clothing for every child.
- Fresh drinking water and, if needed, some snacks.
- A photo of the children to include not just the head but the child's clothing as well, will be taken on at least one of the 2 mobile phones. This allow quick and accurate descriptions of the child for police if needed.

We ensure that there is always at least one qualified first aider on the outing.

A label must be attached to all the children showing the name of the nursery and telephone number of the nursery. Additionally it should also show the mobile telephone number of one of the staff members on the outing. This label must be displayed on the child in a manner, which is visible and is-not easily removed, by the child.

Toilet and changing facilities will be provided for the children at regular intervals or when needed.

Meeting points will be pre-designated and times arranged when all the party should assemble. These will be strictly adhered to. In the event of an emergency the most senior member of staff will contact the nursery and seek support from the on site management. Staff members will contact the nursery at least once whilst on the outing.

At the conclusion of each outing the staff member in charge of the outing will complete a review of the outing noting any particular problems encountered. Prior to each outing the leader of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

