OUTINGS

At Little Holland 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 full risk assessment and outings plan 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
* Where the visit is to a regular location within walking distance (the park, the beach, the library), we will use our pre-existing risk assessment which is reviewed at least yearly
* Written permission will always be obtained from parents before taking children on outings. A general consent covers all trips within a short walking distance of the nursery, and additional consent will be required for any trips further afield.
* 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 kit will always be taken on all outings along with any special medication or equipment required
* Regular headcounts will be carried out throughout the outing.
* Children will be easily identified by staff when on a trip. They will wear high visibility jackets with the Little Holland Nursery logo.
* Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
* A fully charged mobile phone will be taken as a means of emergency contact. Staff on an outing will use the phone to contact the emergency services and to contact staff at the nursery. Staff at the nursery will be the point of contact for parents.
* Outings are recorded in an outing records book/folder kept in the setting, stating the date and time of the outing, the venue and mode of transport used, the names of staff members and children assigned to them, and the time of return.
* In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately.. 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/OUTING PLAN

For any trip requiring separate consent, the full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include details of:

* The name of the designated person in charge - the outing leader
* 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, children’s individual needs and the group size
* The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
* Staff contact numbers
* Method of transportation and travel arrangements (including the route)
* Financial arrangements
* Emergency procedures
* The name of the designated first aider and the first aid provision
* Links to the child’s learning and development needs.