



Outings and Visits Policy

Policy Statement:

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities to enhance their experiences and promote a healthy lifestyle. We will have procedures in place to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below:

- Parents will sign a general consent upon registration for their children to be taken out as from time to time.
- Additional parental consent will be obtained for specific annual events.
- Children will be assigned to individual staff members to ensure each child is individually supervised.
- All outings will be recorded in an 'Outings Record Book' that will be kept in the office. This will state date and time of outing, venue and mode of transport; staff names and the children's names they are assigned to, time of return and risk assessment complete.
- Staff will take a mobile phone on an outing, along with supplies i.e. tissues, first aid kit and spare underwear. Snacks may also be taken depending on the outing.
- All children should have a clear label with nursery name and contact numbers in case of emergency.
- Staff will have a list of the children attending the outing with them in order to carry out regular headcounts whilst on the trip.
- At least one first aider will be present on any visit or outing.

Ratios for outings and visits:

1 adult: 2 children under 3

1 adult: 3 children over 3

In order to widen the children's experiences and reinforce learning, we will try and take children on local visits as often as we can. During visits, staff will consider the following:

- Potential dangers/hazards when taking the children on trips
- The safety of the children they will be responsible for but also consider the safety of all children on the trip
- Road safety
- Children will be supervised at all times.
- Any medical equipment children need, will be taken on the trip i.e. Epi Pen, Asthma pump
- At least one qualified first aider will accompany any trip and the travel first aid kit will be taken.

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>