

Visits and Outings Policy.

Children must be kept safe whilst on outings. Providers must assess the risks or hazards which may arise for children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards.

EYFS Statutory Guidance. pg. 29

Our policy for Outings:

We believe:

Visits and outings are extremely important as this enables children to make sense of the outside world as well as gaining many different experiences. Outings vary from visiting the local park, trips out on trains and buses; we also visit a variety of other places during planned outings. A risk assessment will always be carried out before children are taken off nursery premises.

Our procedure for outings is:

We support this by:

- A risk assessment will be undertaken to ensure that correct levels of staff are present and identifying any potential hazards on the journey or at the location.
- The nursery office will be manned whilst the trip is ongoing and act as the emergency contact.
- Each key person will have a designated group of children that they have full responsibility for.
- There will always be at least one qualified first aiders on the trip; this will be higher if the category of risk of the trip is higher.
- We may have higher staffing ratio if children with special needs are present. It may be that a 1:1 ratio is required.
- Whilst our members of staff must have a nursery mobile phone, keep in regular contact and give an expected time of return. Essential items will be taken on the trip such as first aid kit, contact numbers of parents/carers, mobile phone, registers
- Signed parental permission will be obtained from the parents/carers of each child

Transport

- Vehicles used will be properly licensed, inspected (MOT) and maintained.
- Where appropriate sufficient numbers of safety restraints, suitable for size of children to be carried, should be available.
- It may be that booster seats are required for smaller children.
- This can include private cars, minibuses, coaches, taxis or public transport
- Child restraints are compulsory in private cars. For taxis and minibuses the law clearly states that appropriate restraints should be used.
- No child must ever be left in a vehicle unattended.

Before taking any children on a visit or outing, it will be determined what the children are to get out of the experience through planning and discussion between staff members. All staff should be made aware of the desired outcomes and the visit/outing evaluated on return. Children will be consulted and included in any planning.

Lost child/children

In the unlikely event that a child is lost on a visit or trip, the same procedure is to be followed as in the 'Lost and missing children' policy.

To minimize the risk, it may be possible to provide each child with an easily identifiable article of clothing e.g. brightly coloured wrist band, tabard, sticker, which includes the telephone number of the setting. A record will be taken of what the children are wearing on the day of their trip.

The staff will have an emergency contact at the centre. The contact will be available until everyone has returned.

We will follow <http://www.childcarseats.org.uk/> Dept. for Transport (Think) site.

<http://www.thinkroadsafety.gov.uk/> for up to date information on car seats and seat belt law.