



October 2021

## Outings Policy

### Policy Statement

Outings are a significant part of a child's learning and development, providing them with opportunities to explore the natural world and understand more about their community. However, their safety on outings is of the utmost importance.

### Procedure

We have developed the following procedures to enable the children to experience a wide variety of outings safely.

- All outings are well planned. This involves a member of staff visiting the venue prior to the visit and carrying out a full risk assessment of both the journey and venue. This risk assessment is recorded and any identified hazards highlighted. Plans are then put in place to eliminate or minimize the risk to children and staff.
- Parental permission is sought for routine trips out to local shops, parks and libraries during the initial contract signing. Further permission is always sought for day trips, for example another farm or to the coast.
- Staff are trained in how to supervise the children more closely during outings. The required ratio of staff to children is always enhanced for outings, ie more staff are available to support smaller groups of children.
- Volunteers, in the form of parents, extended family and friends are welcome to join us on certain trips. The nursery will advertise when this is the case.
- Children are transported in vehicles that have been correctly insured for the purpose and driven by named drivers.
- A checklist of essential records and equipment has been devised for outings, ensuring that emergency situations can be dealt with effectively. An emergency contact sheet will be taken which includes all relevant medical information.

Date written: \_\_\_\_\_

Date of review: \_\_\_\_\_