**Visits and Outings Policy**

| EYFS: 3.29, 3.35, 3.62-63, 3.74-76 |
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At Ashridge day 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 parental permission for children to be included in such outings.

**Procedures**

Visits and outings are carefully planned using the following procedures along with any local/national guidelines, whatever the length or destination of the visit:

* A pre-visit checklist, 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
* Written permission will always be obtained from parents/carers before taking children out, via the permissions on the FAMLY app
* 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
* We designate one member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/incidents
* A fully stocked first aid kit will always be taken on all outings along with any special medication or equipment required
* A completed trip register together with all parent/carer and staff contact numbers will be taken on all outings
* Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
* All staff will be easily recognisable by other members of the group; they will wear the nursery uniform
* Children will be easily identified by staff when on a trip by use of a hi viz with the nursery name and phone number written.
* A fully charged mobile phone will be taken as a means of emergency contact, this will remain in the bag unless needed. The Senior member of staff, taking the mobile phone, will ensure that they have completed a ‘Use of Mobile Phone on Outings’ agreement before the outing and covered over the camera, for the duration of the outing. The mobile phone will then be placed back in their bag upon their return to nursery.
* In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents/carers will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents/carers being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
* Parents will be notified via the FAMLY app when children are going on an outing off of the nursery premises

**Risk assessment/outings plan**

The full risk assessment and outing plan will be shared with parents/carers upon request. 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 arrival at the place where they are visiting and expected time they will arrive back at the nursery
* 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/snack etc.
* Staff emergency contact numbers
* Emergency procedures
* The name of the designated first aider and the first aid provision
* Links to the child’s learning and development needs.
* A copy of this form will be taken on the outing to ensure headcounts are accurate

**Missing children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents/carers to assist on outings. The manager will speak to parents/carers prior to the visit regarding health and safety and code of conduct and ask them to sign a suitability declaration.

**In the event of an emergency**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead. This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

We will contact all parents/carers to let them know everything is ok as soon as it is safe to do so.

Ofsted will be contacted and informed of any incidents.

Further information can be found at:

<https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

| **This policy was adopted on** | **Signed on behalf of the nursery** |
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| *Mar 2024* | [Lisa Hubbard](mailto:lisa@ashridgedaynursery.co.uk) |