



BROOK HOUSE NURSERY

POLICY ON NURSERY OUTINGS

As part of our curriculum the children are taken out off the premises to our allotment and nearby parks/supermarkets/library. Permission will be sought for a child to be included in such outings.

- Parents/carers will be informed in writing of any visits or outings involving transportation (by public transport) of children away from the nursery. They will be asked to sign a consent form each time such an outing takes place.
- For local outings (where children and staff walk to the destination), we ask that parents/carers give their consent for these trips by signing the relevant section on the Application form. Where possible, staff will let parents/carers know in advance that their child will be attending a local walk/trip.
- A risk assessment has been carried out for outings, and staff will follow the specific procedures outlined below.

When taking a child on a trip, outing or special event, the nursery will:

1. Advise parents on the equipment needed for the trip i.e. coats, wellingtons, packed lunch etc.
2. We use the following ratios of adult to child
 - children aged three months – two years 1 adult : 3 children
 - children aged two - three years of age: 1 adult : 4 children
 - children aged three - five years of age: 1 adult : 8 childrenand ensure at least two members of staff are present. Each adult will assume responsibility for the same children throughout the trip. We will always evaluate each trip individually and use higher ratios if necessary e.g. trip to the library/theatre.
3. Provide a designated person in charge, normally a senior member of staff (manager, supervisor or senior practitioner) and a designated First Aider.
4. In case of a child going missing the Missing Child Procedure will be followed.

The staff members will:

1. Ensure that the staff to children ratio is accurate and maintained at all times.
2. Take a list of children (or register) with them (Family app).
3. Take a first aid kit.
4. Take a mobile phone and contact numbers for staff and children.
5. Take anything else that is deemed necessary for the comfort of the trip.

The staff member in charge of the outing will:

1. Carry out a risk assessment of the destination in advance of the trip (if necessary). Should this be a destination that is frequently visited (e.g. local playground), staff will complete a risk assessment once a year but be mindful of any safety concerns on every visit, and update the risk assessment as appropriate.

2. Assign each child to an adult who will be responsible for their safety throughout the outing.
3. Ensure all children hold hands with an adult whilst walking, and that the group stays together as one unit at all times. The group will normally be lead by the designated person in charge
4. Plan a safe walking route to the destination using approved pedestrian crossings.
5. Ensure that each adult maintains a constant vigilance whilst at the destination, in particular keeping sight of the three children for whom they are responsible.
6. Please see individual risk assessments for more details.

Policy review date	Name and signature