



Little Learners
NURSERY GROUP

Visits and Outings

Reviewed: July 2019
To be reviewed: July 2020

At Little Learner's Nursery Group we offer, where possible a range of local outings including walks and visits off premises for the children. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's learning experiences. We will always have parents' permission for children to be included in such outings.

Procedures

All visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A senior member of staff will visit the venue/location beforehand to make sure it is appropriate for the children's age, stage and development.
- A pre-visit checklist, full risk assessment and outings plan will be completed by a senior member of staff before the outing. This will assess the risks or the hazards which may arise for the children and identifies steps to be taken to remove, minimise and manage those risks and hazards. These must be signed off by nursery principal at a minimum of 3 days before.
- Written permission will always be obtained from parents before taking the children off site.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessments deems it necessary.
- A fully stocked first aid kit will always be taken on all outings along with any special medication or equipment.
- A completed trip register with all staff and parent contact numbers will be taken on all outings.
- Regular headcounts will be undertaken throughout the trip.
- Children will be easily identified by staff when on a trip by use of a high visibility jackets. The children will have a sticker placed on their backs which indicate the nursery name and telephone number.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the case of an accident the staff will assess the situation. If required the group will return to the nursery immediately and parents will be contacted. In the event of a serious accident and ambulance will be called at the scene as well as parents being contacted. One member of staff will accompany the child to the hospital and remain with them until the parents arrive.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings that will involve the transportation of children away from the nursery.
- Arrangements for transporting the children will be carefully made and where necessary additional people will be recruited to ensure the safety of the children.
- All vehicles used are properly licenced, inspected and maintained.

- The vehicle is fully insured for business use and is protected by comprehensive breakdown cover.
- Drivers of vehicles are insured.

Lost children

In the event of a child going missing whilst on an outing the lost child procedure will be followed. Please see lost or missing children policy.
Any incidents or accidents will be recorded in writing and Ofsted will be contacted to be informed.