



**Little Learners**  
NURSERY GROUP

## **Visits and Outings**

**Reviewed: July 2023**

**To be reviewed: July 2024**

At Little Learners 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.

## **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 identify steps to be taken to remove, minimise and manage those risks and hazards. These must be signed off by the nursery principal a minimum of 3 days before the planned outing.
- 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.
- Staff to child ratio will be carefully assessed and planned for to minimise any risks and hazards on all outings.
- 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 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 an 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 planned 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 informed if needed.

### **Register**

The register or a copy of the register must be taken when off site. Parent volunteers must not collect children until all children are back to the designated space and counted. Staff must note on the register as usual who collected and when.

### **Medication**

A fully stocked first aid kit will be taken on all outings, a copy of children's care plans and any special medications/equipment must be taken along on all outings. All staff and volunteers need to be made aware of any children's care requirements attending the outing by a senior staff.

### **Allergies**

All staff and volunteers must be made aware of any children with allergies especially if meals are to be consumed whilst off nursery premises. Children's Epipens and Piriton must be taken on all outings.

### **Toileting**

Children will not use any public toilet on their own, they will always be accompanied by an adult. If staff need to use the toilet the children will be grouped together with the remaining staff.

### **Illness**

If a staff member or volunteer becomes unwell during the outing and they are unable to continue, a call will be made to the Nursery Principal and the decision will be made to either release the staff member and the outing continues or the group as a whole returns to nursery.

If a child becomes ill, the senior staff member in the group will call the parents and make a decision on whether to carry on or return to nursery.