

# Outings Procedure

Visits and outings compliment activities and provide enriching experiences for children.

When any visit or outing takes place the safety of the child remains paramount. Staff will carry out a formal risk assessment prior to every outing. Staff will take into account the number of children going on the visit and will make an assessment with regards to the need for the adult /child ratio need to be exceeded during that particular outing.

Prior to the outing a member of staff will carry out a proposed visit of the site, taking into consideration the journey and form of transportation involved. If a prior visit is not possible a request will be made to the venue for relevant information and a risk assessment statement.

Where possible children will be involved in the planning of an outing.

Designated staff will be given a key group of children and children will be made aware of which adult they need to stay with. Regular head counts will be carried out throughout the visit.

An outings form will be completed prior to children leaving the premises this will include information about

Number of children and staff on outing.

Names of children and staff on outing

Contact telephone number

Where the outing is to take place

Expected time of return

Indication of a risk assessment being completed

For each outing staff must make sure they take with them

A fully charged mobile phone

Emergency contact numbers

Travel First Aid Kit

### **Parental consent**

Prior to any visit an outings consent form will be sent to parent/cares giving detailed information about the proposed event including a programme of activities, cost involved, journey details and mode of transport. The consent form will be signed and returned by parents before children are taken off Nursery premises.

The original signed form will remain in the outings file.

Parent/carer has the absolute right to withhold consent for a proposed outing and any child without a signed consent form will not participate.

Parents/carers will be asked to complete an annual blanket consent form to enable children to take part in short visits, within the local area.

Staff to be aware of lost child policy

When staff is required to use their own vehicles or drive vehicles provided by the nursery then the drivers policy will be referred to

Reviewed- Oct.15