



Trip Policy

Outings Policy and Procedure

Wise Owls Nursery School recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements etc are included.

A first aider will be in attendance that has a current paediatric first aid certificate.

A written risk assessment will be conducted prior to the outing and all staff will be made aware of this.

That no child will ever be left unattended.

That safety is maintained whilst children board or exit vehicles or whilst walking.

There is access to the Wise Owls mobile phone by group leaders.

Adult/child ratios are adhered to and will be exceeded according to circumstances.

Essential records are carried at all times i.e. registration documents, medical forms and emergency contact details.

For regular local visits such as to 'Saunders Park, The Open Market or The Patch' the following procedures will be carried out:

Consent forms will be checked and if necessary, parents verbally informed via phone to ensure they are happy for their child to attend.

Children will wear high visibility jackets at all times.

Children will be allocated a 'keyperson' who will be responsible for that child's care whilst absent from the setting.

Risk assessments will be updated when necessary for example should relevant information come to our knowledge, such as safeguarding issues within an area.

Trip bags will be replenished after each trip using the check list to ensure the correct contents are available.

Staff will sign themselves and the children in and out on exit and arrival to the setting and will ensure that all children are escorted back to the relevant area of the nursery.



For whole group/nursery outings the following procedures will be carried out:

A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.

Full details of the outing will be given to all parents.

Written parental permission will be checked (Registration form/ contract)

Telephone contact details for each child will be provided to each group leader.

Transport checks will be undertaken, for example:

Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport

Records of vehicles and drivers including licenses and MOT certificates are acquired. Checks to ensure that contracted drivers or escorts are registered with the ISA and are CRB cleared. (This is the responsibility of the contracted person's organisation).

Harnesses, seat belts, booster seats and airbags are fitted where needed.

Maximum seating will not be exceeded.

An emergency meeting point will be established and made known to everyone on arrival.

Essential equipment will be taken and should include

- First aid kit.
- Mobile Phone per group leader.
- Copy of risk assessment.
- Medication (if applicable).
- Spare clothing.
- Nappies/ nappy bags.
- Register.
- Emergency contact details including at least 2 different people must be provided.
- Essential records including list of children with known allergies.
- Accident/incident log.