



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. Laura Bryson oversees all trip Risk Assessments with the support of the Deputy Manager and Coordinators.

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. This will be taken on the trip and reviewed during the trip.

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 a mobile phone by group leaders. Emergency contact numbers for the nursery are saved in the mobile phone contacts.

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

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

Consent forms will be checked and if necessary, parents verbally informed via Family to ensure that they are aware of where their child is going and the timings of the trip.

Children will wear High vis 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 eg. Hidden Weapons in the bushes on the Level)

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

Staff will sign themselves and the children in and out on exit and arrival to the setting on Family 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 via Family.

Parents will be asked to attend the whole nursery outing with their child. Providing their own means of transportation if necessary.

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

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

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
- Risk assessment
- Medication (if applicable).
- Spare clothing
- Nappies/ nappy bags
- Register
- Emergency contact details saved in the Wise Owls trip phones.
- Essential records downloaded from Family including list of children with known allergies and dietary requirements.
- Any accidents/incidents to be logged on Family

Written	23/9/2016
Re-written	22/11/18
Written by	Alison Holdsworth
Reviewed	5/12/2019 LB October 2020-AH 14/5/21- AH March 22 - LB

