

Howard Street Nursery School
Visits/Outings Policy

The following procedures have been prepared to indicate the organisation and management necessary to ensure the safe participation of children involved in visits or outings arranged by the groups from this nursery.

- In the initial planning and preparation, we allow time for proper consideration of the outing, the make up and management of the group and any financial arrangements. We will try to ensure that all arrangements go smoothly, but we have to assume that the unexpected may occur. The leaders, together with the other staff involved, have sufficient experience to respond appropriately to unexpected demands as they arise.
- If the group leader intends to delegate responsibility to another person to take charge of the visit/outing then that person must be capable and responsible to take overall charge and have had previous experience in a pre-arranged outing.
- Written permission will be obtained from all parents prior to taking children on visits or outings. This will be obtained when a child is admitted to nursery. Parents will then be notified if we are undertaking an outing or educational excursion.
- Where possible parents will be invited to join in. We will endeavour to have adult ratios appropriate to Ofsted requirements or of 1 adult: 4 children in nursery. Staffing ratios will be maintained at the same level as in force in the nursery.
- Parents must **NOT** be left unaccompanied with children other than their own. (see separate advice regarding adults without DBS checks). Where parents/carers participate in planned activities/outings our leaders will ensure that the parent/carer is aware of their responsibilities.
- Staff, parents and carers must not be allowed to drink alcoholic beverages under any circumstances whilst engaged in any activity or outing with children. Smoking is prohibited in the presence of the children. All involved must agree to abide by these rules before they are allowed to assist.

- A suitable first aid box must be taken. At least one member of staff is a qualified in first aid. If school is completely closed then a contact number must be taken and used in the event of an emergency. We ensure this person has access to all the names, addresses and telephone numbers of people to contact in an emergency. A nursery mobile telephone will be taken by a member of staff.
- We always have insurance. It is up to date and covers all eventualities, and is amended appropriately each year.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into subgroups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- A change of clothes will be taken so that in the event of a toileting/vomiting accident the children can be changed.
- Toilet facilities must be provided for the children at regular intervals. Drinks should also be provided at similar times to those in the nursery, and additional drinks should be provided if the weather is warm or if energetic exercise is part of the day.
- Children will each have their own individual seat with a seatbelt. The maximum seating capacity of the vehicle must not be exceeded. Leaders and helpers must not use their own cars to carry any children unless the driver is their parent or guardian and the vehicle is owned and insured by them.
- Meeting points must be pre-designated and times arranged when all the party should assemble. This must be strictly adhered to.
- Prior to the outing a member of staff should visit the venue to carryout a risk assessment. At the conclusion of the outing the person in charge of the outing will complete an evaluation.

Date; October 2015

Date of Review; October 2016

Howard Street Nursery School
Visit Risk Assessment/Evaluation

<p>Transport: Will coach parking be close to amenity and safe for the children to board and alight? If walking is path way close to a main road? Do children have to cross the road? Check driver able to reverse to nursery? Competence as driver? Is expected route free from road works that may delay arrival/return times?</p>
<p>Venue: Is access safe? And suitable for disabled? Is venue liable to use by owners and their pets? If animals are part of the planned visit is there somewhere to wash/clean children's hands? Adequate toilet facilities? Drink facilities/seating arrangements? Will the general public be present during the visit? Will the weather change any of the above details?</p>
<p>Children: Will any specific children encounter problems due to their special needs? Mobility? Access? Travel sickness /animal fears? Will staff ratios need to be considered due to specific venue implications? Will children need specific clothes/footwear?</p>
<p>Adults: What are educational benefits of visit? Has this been communicated to all adults involved? Not just staff? Are parents aware who is in charge? Their role? Need to stay with a staff member?</p>

Risk Assessment	Evaluation
Transport	
Venue	
Children	
Adults	

Howard Street Nursery School

To be completed by the parent/guardian

I give permission for my child _____

to join in any educational excursions with the nursery staff from Howard Street Nursery School.

I agree for my child to travel in the vehicle being used on the understanding that the vehicle and the driver are fully insured, and that my child will use appropriate child restraints (seatbelts) fitted in the vehicle.

Full name of parent or guardian _____

Signature _____

Date _____

DISCLAIMER

Every precaution is taken to ensure that your child is safe at nursery. The staff are very experienced in working with young children and the care offered will be of a high standard, but we CANNOT BE RESPONSIBLE FOR ANY UNFORSEEN ACCIDENTS THAT MAY OCCUR.

A nursery by nature will always have an element of risk in the play activities and as a parent/carer you need to be aware of this.

It is important that you read this very carefully and if acceptable please sign and return.