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Canterbury Nursery School
and Centre for Children and Families

Basil Street,
Bradford, BD5 9HL
Executive Head Teacher: Duncan Jacques
Head of School: Jackie Bracewell



Policy

Trips, Visits and Outings

Statutory or Non Statutory	Non Statutory
Frequency of Review	Every Three Years
Last Review	May 2017
Next Review	June 2020
Website	Yes

Canterbury Vision

At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.

Aims

- To offer the opportunity for a range of new experiences
- To extend themes with relevant experiences
- To ensure all children experience a range of visits/visitors
- To develop language and social skills
- To develop awareness through use of all senses
- To learn through exciting first-hand experiences

Planning

- Aims for the visit to be clearly stated in planning and should meet the needs of the children.
- Aims of visits should be made clear to all team members so that the children gain as much from the visit as possible.
- Keep to the planned timetable of visits wherever possible. Last minute visits are not always advisable
- Individual children's permissions are checked for consent and any medical needs or allergies so all staff can be informed
- Prepare the children for the visit beforehand and follow-up afterwards to scaffold and maximise the learning.
- If visiting a new venue a pre-visit by a member of staff should take place.
- Times of opening and safety expectations should be checked before the visit and shared with staff, parents and children.
- A school mobile should be taken on out of School visits and a check must be made that the mobile phone is charged.
- A risk assessment proforma must be completed, identifying visit leader and the names of children and staff and the first aid arrangements. This should be signed by a Manager and a copy left in the daybook.
- All children should be given the opportunity to go on visits. Inform the Executive Head/Head of School of all visits.
- Check that the room is suitably staffed for those children left behind.
- Ensure that a member of staff who holds a paediatric first aid certificate is available to accompany the outing
- Normal adult: child ratios should be maintained.

What we need to do on the day

Identify leader of group, this person will take responsibility for following:

- Compile Visits Register (nursery register should be completed as normal).
- Allocate children and adults / parents to groups. Ensure adults know who they are responsible for.
- Copy completed visit proforma and leave with the administrator. On large visits copy proforma for all staff (take a copy with you).
- Take a nursery school mobile phone.
- Take a first-aid kit – there is one in the Reception Office. Take paper towels, plastic gloves and a sick bucket. Remember to put them back after the visit and to re-stock if necessary. If appropriate, take a change of clothes.

Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body

Signed by:

Chair of Governors: Date:

Executive Head / Head of School: Date

Agreed at the Governing Body Meeting on: