



Community Trips Policy

Aim

We offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities by giving children first-hand experiences. We always seek parents' permission for children to be included in such visits through consent at registration and any additional outings separately.

Trips Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
- We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Permission via the "FAMILY" app will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- Regular headcounts will be carried out throughout the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery high visibility vests
- A company mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery
- Parents will be informed via FAMILY at least 1 day prior to a visit
- There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct

Risk assessment/outings plan

The full risk assessment and outing plan includes details of:

- The name of the place where the visit will take place
- The estimated time of departure and arrival



- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, buggies, rucksack, lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Emergency procedures
- Resources necessary for supporting learning and development

Use of vehicles for outings

- We safely use our nursery push buggies or walk to transport children to and from the destination.
- We may use minibuses for longer journeys which we book through a company called 'Vikingston'
- When children are being transported, we maintain ratios.

Lost children

In the event of a child being lost, the "Missing Child" policy procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

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