

# Outings Policy

## Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Parents/Carers sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents/Carers always contacted for prior consent before major outings.
- Staff ratios are maintained at the nursery on the outings day.
- All outings are risk assessed and must take into consideration adult to child ratios including qualified First Aider and Level 3 qualified practitioner.
- Named children are assigned to each adult to ensure their safety.
- A risk assessment is carried out before an outing takes place.
  - Ensuring access to food, water and toileting where necessary on longer journeys.
- Outings are recorded stating:
  - date;
  - venue;
  - transport used, with seat belts for all, details of driver and appropriate insurance cover;
  - time of departure and return.
- Staff take:
  - mobile phone;
  - outings register;
  - emergency contact details.
  - supplies of:
    - tissues and wipes;
    - emergency changes of clothing;
    - outings first aid pack;
    - water and disposable cups.

**In the event of a child going missing, the nursery 'missing child' policy and procedures are followed.**



Signed : *Steve Catley*

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