

Abacus Nursery - Visits and Outings

EYFS: 3.65, 3.66

At Abacus Nursery we leave the fun of exploring attractions i.e. Crealy park and Peppa Pig world to parents. However we do understand the value of exploring our local environment i.e. visiting the local park, shop, post box and residential home along with walks off the premises to enhance the children's learning opportunities and extend their experiences of the outside world. We ask parents to give permission as part of 'New Child' paperwork but appreciate that for some parents the need to build up confidence with us before granting.

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 senior 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.
- Children without permission will remain at Nursery
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- An 'Off the premises' ruck sack is in place containing a fully stocked first aid box along with spare nappies wipes etc. Any special medication or equipment required by a child/member of staff will be taken.
- An 'Off the premises' form is completed, recording the children and staff involved along with where they are going and what time they are due back. The reverse of this register contains a check list to support the risk assessment. Management always initial this paperwork.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests.
- Children will be easily identified by staff and others by the use of high visibility vests with the nursery name and contact number on the reverse.
- A fully charged 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.

Risk assessment/outings plan

Generic risk assessments are in place for all venues we visit and available for parents upon request. This plan will include details of:

- The name of the place where the visit will take place
- 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, play resources and any food/drinks
- Dependent on the venue any other risks present i.e. Dogs mess at the park, Closing the gate of the carpark at West Monkton village hall and how we will manage that risk.

Lost children

In the event of a child being lost, our Lost Child 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 i.e. unsavoury characters, Dogs not under their owners control, a terrorist attack etc we encourage staff to ideally return immediately to Nursery, or contact nursery for help and find a safe haven until help arrives or the danger passes. In this situation a full incident report would be completed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
06.08.2019		Aug 2020