

VISITS AND OUTINGS POLICY

POLICY STATEMENT:

As part of the children's learning and development, they will participate in a range of local visits and outings both in the local environment and further afield. All of these visits and outings will be off Nursery premises.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

Local visits and outings

- For short walks and outings in the local area, permission will be sought from Parents on their child's registration form before they start at Happy Dayz Nursery.
- A short walk or outing is within a 10 mile radius of Happy Dayz Nursery.
- A full risk assessment will be carried out for all local areas and visits before children are taken from the premises. This will include the date, destination, estimated time of departure and return, travel arrangements e.g. is it a walk or short journey in the car, names of members of staff attending, staff mobile contact number, number of children leaving the premises, risk areas, safety measures taken in support of risk areas.
- On the day of the visit/outing a record will be kept of the following:- date, names of children leaving the premises, names of staff leaving the premises, destination, time out, time in, the mobile phone number of the staff leaving the premises.
- The above outings record is stored in the office and kept for 12 months.
- A first aid kit is taken on every outing.
- At least one member of staff will hold a current and valid First Aid Certificate

Use of vehicles for visits /outings

- Any vehicles used for transporting children are fully licensed, are kept in proper working order, are fully insured for business use and covered for comprehensive cover, a record of MOT certificates kept on file.
- A regular vehicle maintenance check is carried out on any vehicles being used to transport children.
- All vehicles are fitted to the suppliers' instructions with sufficient number of safety restraints appropriate to the age/ weight of the children carried in the vehicle.
- Ratios are always maintained in vehicles
- The maximum seating is not exceeded
- Children MUST be accompanied by a Level 3 Qualified member of staff
- No child is left unattended in the car at any time.

Visits and outings out of the local environment

- We will endeavour to visit the venue prior to the visit.
- A full risk assessment and outing plan will be carried out in advance of the outing. The plan will include the following:- staff leader and contact number, deputy staff leader and contact number, venue name and address, Venue telephone number, Information from preliminary visit, Itinerary for the day, number of children, age of children, children with special needs requirements, details of risk assessment completed, adult/child ratio, travel arrangements, financial arrangements, insurance information, emergency procedures, first aid provision, links to children's learning and development, manager consent signature.
- A consent letter will always be sent out to parents/guardians before a child can attend a visit/outing of this nature
- A parent/guardian MUST sign the consent letter and return to Nursery before the child is allowed to leave the premises.
- Staffing ratios will follow national minimum standards and exceed the numbers of staff when possible
- At least one member of staff will hold a current and valid First Aid at Work certificate
- A fully stocked first aid kit will be taken on all visits and outings.
- Any special medication or equipment needed for individuals will always be taken on visits and outings
- A register of all staff and children attending the visit/outing will be kept in the office
- Parent/guardian emergency contact details will be taken on the visit/outing and a copy kept in the office
- Regular headcounts will be carried out throughout the visit/outing
- All staff will wear Nursery uniform
- A fully charged mobile phone will be taken on all visits/outings
- In the event of an accident/ emergency, staff will assess the situation and, if deemed appropriate, the group will return to the Nursery immediately and parents/guardians will be contacted to collect their child.
- In the event of a serious accident, the relevant authorities will be contacted immediately e.g. Ambulance, Police and parents/guardians will be contacted immediately.
- In the event of a child being lost, The Lost Child Policy will be followed.
- Any accidents or incidents will be recorded
- CIW will be contacted and informed

Date Policy reviewed: 15.10.25

By: Natasha Adams and Emma Johns

Date of next review: October 2026