

# **Outings & Visits Policy**

## **Trips on foot**

Parents are invited to sign a 'blanket' statement on their child's application form which is filled out prior to the enrolment at nursery, playclub and pre-school. The statement informs parents that the nursery staff would like to be able to take the children out of the nursery and the grounds for short educational and fun visits to the park and surrounding areas.

Registration is completed before the children leave the premises.

The correct ratios are maintained throughout the visit and the children are regularly checked by the senior member of staff to ensure all are present.

A mobile telephone is carried for emergencies only.

A First Aid kit is carried.

## **Trips on transport**

Parents are informed about trips that involve travelling by transport via a letter outlining specific details including times, dates and a returnable permission slip. If the permission slip is not returned, the child in question is unable to attend the trip. A list containing children and staff names, numbers of staff and children, times of departure and return, emergency contact telephone number and the destination are given to the Centre Manager and the nursery co-ordinators. Another copy of the list is taken on the trip and carried by the co-ordinator.

The co-ordinator ensures the contracted coach has the necessary safety measures in place for transportation of children and is currently issued for the appropriate use and capacity required.

Care is taken to ensure those with cultural requirements or disabilities or any other identified special needs are taken into account.

No child is left unattended at any time during the outing and care is taken at times of particular risk, for example, walking along a busy road.

Where the destination or journey with regard to the trip is unfamiliar, then a prior visit would be necessary by one of the senior staff.

In the extremely unlikely event of a child becoming unattached to the party then the police would be immediately informed by the co-ordinator and parents notified.

In the event of a serious medical emergency, the emergency services, then the parents and then the child's doctor are immediately contacted and the registered first aider administers aid while awaiting an ambulance.