



## Visits and outings policy and procedure

We want children's experiences in our settings to be exciting and educational and to help prepare children for later life experiences.

We believe that children benefit from outings and visits and as such we provide children with the opportunities to explore our local community and gain additional experience by taking part in visits further afield. This increases their knowledge and understanding of the world and helps development in other areas such as increasing social skills and making positive relationships.

When children enrol at the nursery whoever has parental responsibility will be asked to sign all relevant permission forms – one of which is the permission to participate in visits and outings. Prior to visits being arranged you will be notified that we are going on a visit. We shall not require any further permission, but you will be asked at that point to let us know if you **DO NOT WANT YOUR CHILD TO TAKE PART** for any reason.

### Procedure

Prior to any visit taking place we will undertake a risk assessment of the venue we plan to visit and assess the journey that will be taken. To ensure a fun and safe outing for children and staff we are required to adhere to the following procedures

1. Written agreement from parents/carers
2. A full risk assessment of the venue, mode of transports used etc. has been done to cover all eventualities.
3. Only Qualified staff will be counted in ratios when on outings.
4. The nursery mobile telephones will be the only phone taken on outings unless under special circumstances staff will not take personal mobiles with them.
5. First Aid kit and any medication needed will be taken along with any relevant medication records, medication should be stored safely, correctly and hygienically
6. All children's information will be taken in case a parent needs to be contacted when on an outing.
7. All children have a sticker placed on their back (so they cannot remove it) bearing the nursery name and telephone number.
8. Nappies/wipes will be taken in case your child needs changing when out.

When on a visit the staff will take regularly head counts, older children will hold hands with another child as well as a member of staff. Younger children will be in prams, when visiting staff will assess the environment and ensure they always have eyes on the children.

### History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).