



# Visits and Outings in nursery policy



## Colwall CofE Primary School and Nursery

Our Christian Values as a key aspect in our Policies: **"Let your light shine"**



... in relationships, as we trust ourselves and others.



... in learning, as we encourage our curiosity.



... in the community, as we develop the courage to light the lives of others.

Sparkling Curiosity, Unleashing Potential



At Colwall CofE Primary School & Nursery we offer, where possible, children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

### 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
- Written permission will always be obtained from parents before taking children on trips
- 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
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the Lead Practitioner prior to the outing



- All staff will be easily recognisable by other members of the group; they will wear the high visibility vests/jackets
- All children will be easily identified by staff by wearing high visibility vests/jackets.
- A fully charged mobile phone will be taken as a means of emergency contact with nursery details and contact information.
- 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

The full risk assessment and outing plan will be available for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- 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, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements



- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

#### Use of vehicles for outings

- We will use coaches and coach companies that are familiar to the school. We will never use our own transport
- We may ask parents to transport their own children and if consent is given by one parent to transport their child, then that arrangement is between them and there will be certain documents needed to be copied by the office, these include but are not exclusive: valid driving licence and current MOT and Insurance
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

#### Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted/ Local Authority will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The Nursery manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)



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Health & Safety

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

Staff should contact the school office as soon as it is safe to do so, who will contact parents and inform them about the situation at the earliest safest opportunity and keep them updated when the information changes.

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>