

Outings Policy

Policy Statement

Bushey Gan wants children to be kept safe and secure, and to be stimulated by outings. We want parents to have confidence in their children's well-being and security whilst outside of the nursery.

Aims

- To enhance the curriculum and children's learning opportunities by taking them on outings.
- To make children, parents and staff aware of health, safety and security issues, thus minimising the hazards and risks when on outings.

Methods

- Parental permissions will always be sought before a child will be taken on any kind of outing.
- Parents will be required to sign a permission slip before an outing, and any child without a signed permission slip will be unable to go on the outing.
- The signed permissions slips will be taken with on the outing.
- A risk assessment will be carried out prior to an outing taking place, and a risk assessment form specifically for outings will be completed
- A preliminary visit will be made if necessary, to assess any potential risk at a venue or getting to a venue as part of the risk assesment.
- Advice will be sought from the providers of any facilities being visited.
- A member of staff qualified in first aid will always be present on any outing, and a first aid kit will be taken with.
- If a child going on an outing is on medication, one member of staff accompanying the children will be fully informed about the child's medical needs and/or medication.
- Medication for a child is taken on outings, together with a copy of the signed health care plan, and if appropriate the medication record sheet. After the outing the medication record shall be returned to the medication record file.
- If a child on medication has to be taken to hospital, the child's medication is taken with, together with a copy of the medical health care plan and medication record.
- This procedure is read alongside the managing medicines policy.
- Staff ratios will take into account the nature of the outing, and extra staff or volunteers will be sought to achieve the ratio.
- Wherever possible, a radio will be taken with on the outing to keep in contact with security.
- A mobile telephone will be taken with on the outing.
- A register, with contact numbers will be taken with on the outing.
- The children are supervised during the outing to ensure that no child gets lost, and that there is no unauthorised access to the children.