

Nursery & Pre-School

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 always be carried out prior to an outing taking place
- 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 assessment.
- 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, volunteers or parent helpers will be sought to achieve the ratio.
- Wherever possible, a radio will be taken with on the outing to keep in contact with the nursery security guard.
- 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.