

Visits and Outings



EYFS: 3.65, 3.66

At **Coalway Early Years** we offer 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.

We offer two types of outings away from the setting. Firstly, we may take the children for short, off-site walking outings within our local community, for example, visits to the local shop/post office, outings to the local forestry area. Secondly, occasionally we organise family trips to attractions such as a farm park or special event. Visits and outings are carefully planned using the following guidelines:

Procedures

Local walking outings

- We have a general risk assessment for local, off-site outings of this nature. The area to be visited and the walking route will be assessed in advance and the activity carefully planned by a senior member of staff 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. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission for taking children on walking outings of this nature is obtained at the point of registration or separately in advance if appropriate
- We provide appropriate staffing levels dependent on an assessment of the safety and the individual needs of the children
- All staff accompanying children on walking outings hold a current and valid paediatric first aid certificate
- A fully stocked first aid box will always be taken along with any special medication or equipment required
- The leader of the activity will take a charged mobile phone so that they can contact the setting in case of emergency
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the staff team prior to the outing. Each member of staff will take responsibility for a small number of children and supervise them closely throughout the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets

- 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
- In the event of a child being lost, the Lost Child Procedure will be followed
- Any serious accidents or incidents will be recorded and reported to Ofsted.

Off-site family trips

- For longer trips offsite we always insist on the children being accompanied by a parent or carer who will accept responsibility for the care and supervision of their child/children during the entirety of the trip
- Accompanying staff members will organise the activities for the trip and communicate information to parents/carers. Parents/carers will be expected to supervise and care for their children at all times during the trip and nursery staff will accept no responsibility for this. This will be made clear to parents in advance in writing. The trip organiser/nursery manager will take a list of families attending the trip and if organised transport is provided by the nursery, a headcount will be made prior to leaving the venue.
- The venue will be visited in advance if possible by the nursery manager or a senior member of staff 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. This will ensure that the chosen venue is appropriate for the age, stage and development of the children. A risk assessment will be carried out, specific to this venue (this may be the risk assessment provided by the venue proprietors)
- All staff accompanying the trip will hold a current and valid paediatric first aid certificate and a fully stocked first aid box will be taken on the trip. Parents/carers will also be made aware by the trip organiser in advance of the first aid facilities in place at the venue. Parents/carers will take responsibility for taking medication required specific to themselves or their children
- In the event of an accident or missing child, parents/carers will be asked to liaise with the venue staff/proprietors. Nursery staff will provide support and assistance where needed
- Where transport is provided by the nursery, suitable safety and safeguarding checks will be in place. Only reputable providers known to us will be used. Children will not be transported in staff vehicles for outings and trips. The nursery will follow the guidance and advice of the coach company in respect of the use of restraints and car seats.

Risk assessment/outings plan

Risk assessments will be carried out in advance of any outing, off-site visit or trip. Parents/carers have the right to view these in advance if they wish. For short outings to the local community, outings plans will be produced in advance by the senior member of staff for each outing and will contain the following information:

- The name of the designated person in charge - the outing leader

- The name of the place where the visit will take place
- The estimated timings of the outing
- The number of children, age range of children, the ratio of staff to children
- Any specific needs and how this will be managed
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Contact numbers (for setting, staff)
- The route to be taking; any road safety considerations
- Emergency procedures
- Links to the child's learning and development needs.

This policy was adopted on	Signed (nursery manager)		
	Signed (Chair or Committee)		
Date for review		Date for review	
Date for review		Date for review	