

OUTINGS PROCEDURE

As part of the curriculum we take the children on various outings. These may take the form of a)

- a) A walk in the surrounding areas of the nursery.
- b) An organised outing to a particular venue.
- c) A visit to the local park.
- d) A visit to the local shopping areas.
- e) To attend Rhyme time at the local library
- f) To make use of the local Surestart's facilities, such as their sensory room.

Parents are informed of these outings on their initial visit to the school and are asked to sign their consent on the registration form.

On some occasions the outing has to be planned in advance as transport or entry fees may have to be made; the times may differ from those when the child normally attends or it may be necessary for extra help. In such cases the parent is informed by letter, giving details of the time and cost of the outing and any food or clothing required for the day. A reply is then returned to the school confirming the parent's knowledge and consent for such an outing.

The necessary child/pupil ratios are adhered to depending on the nature of the visit. The key worker completes an outing form, takes a photocopy and leaves with the manager before departure. The form contains the names of all the children and staff, including one names qualified first aider, leaving the building; the time of departure and return and supplies such as first aid box, medication, food or games which have been taken on the trip. The reason for the outing is also stated and a nursery mobile phone (without a camera) is taken in case of emergencies.

Depending on the time of the year, sun hats and hoods on buggies will be used and sunscreen applied before outings in summer months. Hat, gloves and wet weather clothing etc provided by parents will be worn during winter months.

All parents sign a consent form to allow for emergency treatment, this is located on the registration form.

If the group meet up with a parent who wishes to take their child home directly from the venue, rather than return to school first, then the member of staff in charge should contact the school of their intentions and then ask the parent to sign to say they have taken their child.

A risk assessment is made on all venues which are checked before the children are permitted to play there e.g. the swings and slides in the park and the ground for broken glass and other harmful debris. The route is planned before departing from the nursery ensuring all available safe crossings are used, e.g. Zebra/pelican crossings).

The same conditions apply on the insurance policy as if they were on the premises.