



## Outings and Visits Policy

**We want children to be kept safe and secure and to be stimulated by outings and visits. We want parents to have confidence in their children's well-being and security when outside the nursery.**

### **What we aim to do**

We aim to make children, parents and staff aware of health, safety and security issues and to minimise the hazards and risks on outings and visits.

### **How we will achieve this**

- A preliminary visit and risk assessment are carried out before outings take place.
- We seek advice from the providers of these facilities.
- Parents are always aware of the details of the trip beforehand and have authorised it.
- Our adult to child ratio is normally one adult to two children.
- The children are supervised to ensure that no child gets lost and that there is not unauthorised access to children.
- On outings each adult is given two named children to care for and we aim to have at least one extra staff with no children to care for.
- Children are encouraged to hold an adults hand at all times when outside the premises, both at school and at home.
- Each member of staff has a contact sheet listing the contact numbers of all children on the outing, the staff, the nursery and Ofsted.
- A First Aid kit, telephone and parental permission for emergency treatment are always taken with.
- There is at least one qualified first aider present.
- Parent helpers are made aware of their responsibilities before the trip.
- A written Risk Assessment will be completed beforehand.

### **Visitors to the setting**

- Before someone comes into the setting an "innings" risk assessment form will be completed stating numbers of adults and children, the space used and details of any additional risks identified and how they will be managed.

Date policy was reviewed	March 2021
This policy is due for review before	March 2022