



# Outings & Visit Policy Little Stars Day Nursery

## Change Control

<b>Version:</b>	V3
<b>New or Replacement:</b>	Replacement
<b>Approved by:</b>	Senior Management Team
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<b>Name of author:</b>	Nursery Manager
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### Revision History

Version	Type	Date	History
V1	New	June 2012	New
		June 2013	Reviewed
		June 2014	Reviewed
		March 2015	Reviewed
		July 2016	Reviewed
V2		June 2017	Updated
		July 2018	Reviewed
V3		June 2019	Updated
		October 2020	Reviewed
		October 2022	Reviewed

### Outings & Visits Policy.

Little Stars Day Nursery believes the outdoor environment and the wider community to be important in a child's learning and development. However, we also believe the children's safety is of paramount importance.

- Prior to an outing or visit the relevant forms will be filled in online on the 'Evolve' system. Management will work with the Health and Safety team from GIG to ensure all forms are correctly completed and everything is in place for the outing that is required.
- Prior to an outing or visit a risk assessment will be carried out, if the outing is to somewhere we have not visited before we aim to send a member of staff to pre-visit the area in order to carry out a risk assessment. Within this risk assessment it should include any transportation needed and what form.
- Any outings, visits, walk planned which involve transport will require further consent from parents /carers, in addition to this further information will be provided on the mode of transport, where the outing /visit it to along with any costs involved and approximate arrival and departure times. Any regulations re child restraints etc will be complied with and additional risk assessments completed prior any outing that requires transport.
- In addition to the above point parent /carer consent is required for all local visits and outings that do not require transport. Such consent is required on the registration form which is completed/ prior to each child starting with us. Any child without consent will not take part in the occasion and alternative provision will be made and no child will be disadvantaged because they have not been able to attend. Other than local outings additional consent will be sought.
- On all visits or outings minimum staff to child ratio's are always adhered to, these being:  
  
Babies (0-2yrs) = 1:3  
  
Toddlers (2-3yrs) = 1:4  
  
Pre-School (3-5yrs) = 1:8
- There will always be a minimum of two members of staff on each outing, visit or walk. Staff are to inform a manager of their outing, the location, and who is going. The nursery mobile phone must always be taken in case of emergency. If a problem occurs during the outing, walk, visit, staff must telephone the nursery manager /deputy or relevant supervisor. The nursery will have a copy of all staff members mobile phone numbers stored on the premises in case of emergency.

- There must always be a member of staff who has paediatric first aid on all outings, and a first aid kit must be taken on all outings, trips, visits and walks.
- All children will be head counted at regular intervals a minimum of every 15 minutes. All non-walkers will be in pushchairs and all other children will wear wrist straps attached to a member of staff.