



Trips/ Outings Checklist

All the below items are needed when taking children of the nursery on the trip. It is the named practitioners responsibility to ensure all the below items are accounted for.

- **Ensure all children going on the outing have parental permission.**
- **Emergency contact information of all children attending the trip.**
- **A copy of a completed risk assessment for the visit.**
- **First aid kit.**
- **Mobile Phone.**
- **Record of the vehicles in which children are transported in; this should include insurance details and lists of the main drivers.**
- **Every practitioner must have a register of all children attending visit; Has read and signed the risk assessment.**

All children must have:

- **a packed lunch (if needed)**
- **Change of clothes**
- **Sun hat (If needed)**
- **Sun Cream (if needed)**
- **Coat**
- **Suitable footwear**

Trip:.....

Signed:.....
Outings Policy and Procedure (Review)

Date:.....



Outings Policy and Procedure

As part of EYFS and the nurseries curriculum the children are taken for local walks, visits etc.

- Parents/carers will be informed in writing of any visits or outings involving transportation (by public transport, private coach/car) of children away from the nursery. They will be asked to sign a consent form each time such an outing takes place.

- For local outings (where children and staff walk to the destination), Parents/ carers will also be informed in writing of any visits where the child is walking out of the nurseries grounds.

- A risk assessment will be carried out for each outing, and staff will follow the specific procedures outlined below.

- **When taking a child on such a trip/outing the nursery will:**

1. Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
2. Operate a sufficient ratio of staff to children. Staff will be notified of the children they have to supervise and this will remain the same throughout the trip.
3. Provide a designated person in charge, normally a senior member of staff (manager, supervisor or senior practitioner) and a designated First Aider.
4. In case of a child going missing the Lost/missing Child Procedure (Outings) will be followed.

- **The staff members will:**

- 1 Ensure that the staff to children ratio is maintained at all times
- 2 Take a list of children (or register) with them.
- 3 Take a first aid kit.
- 4 Take a mobile phone and contact numbers for staff and children
- 5 Take anything else that is deemed necessary for the comfort of the trip.
- 6 Contact the nursery at least once whilst out.
- 7 Take the register of children attending the trip before setting off, on arrival, half way through the visit, before departure, and again at the arrival back at the nursery.
- 8 Take head counts as deemed necessary throughout the trip
- 9 Make provision for children with learning difficulties and/or disabilities, and those speaking English as an additional language ensuring that their individual needs and safety are properly met whilst on the outing e.g. by obtaining specific words in their first language, the use of pictures, photographs or signs to enhance their experiences whilst on the trip
- 10 Ensure any incident or accident that occurs on the outing is recorded in writing

Use of vehicles for outings

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Nursery Manager.

The staff member in charge of the outing will:

- Carry out a risk assessment of the destination in advance of the trip. Should this be a destination that is frequently visited (e.g. local playground), staff will complete a risk assessment once a year but be mindful of any safety concerns on every visit, and update the risk assessment as appropriate.
- Ensure that they have completed an Outings Check List before commencing the journey
- Make sure all children know which practitioner is looking after them.
- Ensure all children hold hands with an adult whilst walking, and that the group stays together as one unit at all times. The group will normally be led by the designated person in charge
- Plan a safe walking route to the destination using approved pedestrian crossings
- Outings will only take place as long as sufficient staff remains on the nursery premises to maintain the required adult to child ratios. This will be recorded on the nursery registers

Written Aug 08

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Reviewed 1st February 2013 – Karen Harper

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