

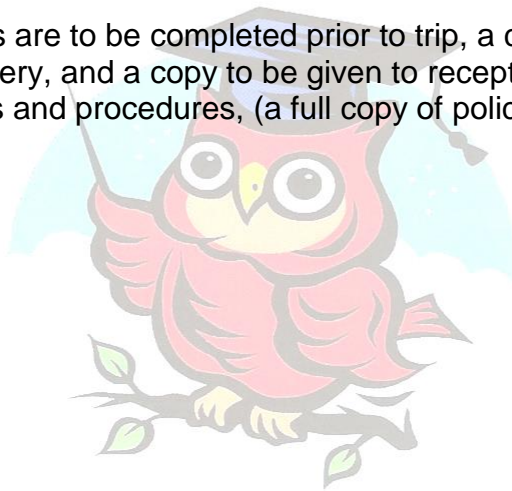


TAKING CHILDREN OUT OF THE NURSERY

Children benefit from being taken out of the setting to go to local parks or other suitable venues for activities which enhance their learning experiences.

- Before outings can take place each child must have written parental consent.
- A risk assessment is to be carried out for all venues.
- When taking children on outings the correct Ofsted ratios must be maintained at all times.
- Ratios can be reduced if staff numbers allow. **Under no circumstances can numbers be increased**
- **There should always be at least 3 members of staff going out, and one member of staff must be a 'fit person'** This is to ensure that there is always a spare set of hands should an emergency situation arise.
- Students can go with the group but **not** be counted in the ratios.
- Named children will be assigned to individual staff to ensure each child is individually supervised, and to ensure no child goes astray and there is no unauthorized access to the children.
- **Children's registration form containing parent/carer contact numbers must be taken with the group as well as an accident book.**
- **All children must have badges which have the nursery telephone number on them, and wear High Visibility vests**
- **At least one member of staff must be pediatric first aid qualified and carry a first aid kit.**
- **Staff must carry nursery mobile phone with them at all times (Switched on).**
- **The children must be counted before leaving the nursery building, and this must be continually done during the outing.**

- **Larger organized outings will require parents to accompany their child e.g. trip to the zoo.**
- Before going on an outing staff must complete an outing detail sheet outlining where they are going, how many staff, students and children, and also what is the purpose of the outing for the children.
- At the end of each outing the person in charge of the outing needs to complete a review of the outing, these forms can be found in the outings folder. These reviews will continually be monitored and comments used to update our outings.
- Staff must also ensure that they use any observations made during the outing in relation to the children are added into their Learning Journeys, and aid in the children's individual planning.
- Short trip forms are to be completed prior to trip, a copy must be left within the Nursery, and a copy to be given to reception, in line with college policies and procedures, (a full copy of policy available)



Nursery