

## Apple Tree Day Nursery Outings Policy and Procedure.

*Apple Tree Day Nursery will actively promote and encourage outings to places of interest that are enjoyable and promote children's' development.*

*All parents/ carers will be made aware of any intended outings and given the opportunity to ask any questions or raise any concerns in the early stages of planning.*

*The Manager will oversee all plans for outings to ensure that they are appropriate for the children are well planned and all eventualities are thought of and that the health and safety needs of the children and staff are of the highest importance.*

### Outings Procedure:-

- 1) A letter will be sent home to all parents/ carers and a notice put up on the Nursery Notice Board, to gauge the interest in the outing.*
- 2) All concerns that are presented to the Nursery Manager will be taken into account and we will ensure that all eventualities are covered by contingency arrangements.*
- 3) A risk assessment of the impending journey and destination will be made at the planning stage of the outing.*
- 4) Permission will be sought from all parents/ carers involved and any money required to fund the outing will be collected.*
- 5) A confirmation letter will be sent home giving full details of the outing, including departure and arrival times, proposed bus routes, travel arrangements etc., should the outing involve the entire nursery leaving the premises. A mobile telephone number will also be given to parents so that they may contact staff during the outing.*
- 6) Staff will prepare the children for the outing through discussion and possibly the use of resources/equipment where appropriate.*
- 7) At least one member of staff that is present during the outing will be*

*qualified in administering first aid.*

*8) For children under the age of 3 years, it will be decided by the Manager how many pushchairs will be needed , children that require the use of reins/wrist straps.*

*9) The adults and children leaving the Nursery premises will sign-out using the registration system. Unqualified staff members are not permitted to leave the premises alone with children from the nursery. We will maintain a staffing level of half qualified and half unqualified.*

*10) When staff leave the nursery for outings they will ensure that the children are dressed appropriately for the weather.*

*11) An Outing Check-list will be completed before leaving the premises.*

*12) A further risk assessment will be made on arrival at the destination. All staff will remain vigilant during the outing to ensure that health and safety are paramount.*

*13) All parents/ carers are welcome to join us on outings.*

*Ratios*

*The legal requirement, adult/ child ratio will be maintained at all times during the outing, but we will always try to maintain a higher ratio to minimise risk. Our outing ratio will be : 1 adult to 4 children (3 to 5 years) 1 adult to 2 children (2 to 3 years). 2 adults to 3 children (3 months to 2 years).*

*In the event of a lost child incident, staff will follow the Lost Child Policy and Procedure.*

*Reviewed and agreed on*

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*Next review date*

..... 1.1.2016.....

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