

OUTINGS POLICY

We seek permission from parents to take the children on trips as part of the enrolment process, and for trips involving public transport we would seek additional written permission.

We risk assess the environment before taking the children on a trip and all staff members read the risk assessment before attending the trip.

Staff members will take the nursery mobile phone with them so that they can be in contact with each other and the nursery.

It is our policy that a member of staff attending an outing has specific responsibility for the children allocated to them. All staff can aid in the supervision of those children if a member of staff is dealing with an emergency. Before leaving for an outing, each staff member will inform the manager in charge of which children they have been allocated before leaving the setting

The staff will take a first aid box (checking its contents before leaving nursery) and any medication required by individual children. There will always be a member of staff on an outing who holds a current first aid certificate.

In all cases, the ages and the development needs of the children is the overriding factor when deciding on venues and out-of-school activities. We need to be fully familiar with each child. They need to be old enough, and have been attending nursery long enough for us to have good knowledge of how they will react in certain situations, and that they will listen to us and will be co-operative.

Before leaving the setting, rules of behaviour are agreed between adults and children.

Lost Child on Outing Procedure

If a child goes missing from an outing, where parents are not attending and responsible for their own child, the Nursery ensures the following procedures are put into place:

As soon as it is noticed that a child is missing a headcount is taken to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

The staff contact the police using the mobile phone and report the child as missing.

The Nursery Manager should be informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff. The person in charge of the nursery contacts the child's parent or carer (alarming them as little as possible) who makes their way to the venue as agreed with the person in charge.

In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

When the child is found two members of staff will care for and talk with the child, bearing in mind that he/she may have been afraid and distressed and may now be in need of comfort.

After the Incident

A full report will be written up and Ofsted will be informed of the incident

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