



Nursery Excursions

St Bernard's is fortunate to have the facility for the children to enjoy many educational trips to extend and enhance any learning by means of visiting a variety of interesting places. The trips are mainly organised in conjunction with our educational curriculum plan and in line with the EYFS. The trips may include outings to the Local Park, dentists, library, fire station, train station, local schools or on a larger scale trip to Twycross Zoo, Birmingham Airport, Sea life Centre and many more. On enrolment at our setting parents are given the opportunity for their children to participate in spontaneous and pre organised activities. Signatures are required by parents/carers to ensure the appropriate sanctions are in place and are in line with parental wishes.

Prearranged trips parents/guardians are issued with a consent form to complete which also displays the details of the outing, times, dates, necessary clothing/equipment and any other relevant information. The form must be completed and returned to nursery before the specified date to ensure the child's place is secured on the outing. Any form not returned will result in the child not being included. A risk assessment is carried out on every outing prior to the visit, this helps to identify any potential hazards on the journey or at the location as well as a pre visit checklist being completed.

Spontaneous trips these are governed by staffing ratios, child's interest, weather conditions and suitable transport. Staff will plan each trip on the day and children are included by means of sessions, expressed parental wishes, and frequency of inclusion in trips and key workers opinion on stage and age of development suitable both to enjoy the activity and participate accordingly. Parents are informed on collection and any items collected from the trip and or photographic evidence is displayed.

The senior member of staff will carry a first aid kit and a mobile phone. One member of staff will be trained in first aid. All other necessary equipment i.e., changes of clothes, tissues, outdoor clothing/sun hats and sun creams will also be taken along. Regular headcounts will be carried out throughout the outing.

For many of our longer excursions we use the nursery Land Rover Discovery Sport, which has the facility to hold any suitable child's car seat as all seats have three-point seat belts and isofix fittings. We have car seats available at nursery but parents are able to provide their own if they wish.

The car holds all the relevant documentation i.e., insurance and is driven by staff that hold a current driving licence and have plenty of driving experience. If other transport has to be used again, we endeavour to ensure it has three-point seat belts and has all necessary documentation.

The staff ratios will depend on the planned excursion and the age of the children. Supervision off the premises is paramount so smaller groups are preferred with maximum staff, this also ensures the children have full interaction with the staff and will of course gain the full educational benefit of the outing.

In the unfortunate event a child is mislaid, as we appreciate children do become adventurous and have the need to explore their surroundings. The Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be notified.

Obviously due to our English weather it may be necessary to change our plans from time to time therefore we have contingency plans in place for such an event to avoid disappointment.

Nursery reserves the right to cancel or defer children attending if they are unwell or have been recently unwell and non-attendance at the setting due to health and safety reasons and the well-being of the child.

Date of policy	Signed on behalf of setting	Date of review