

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

NURSERY VISITS AND OUTINGS

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

Nursery Visits and Outings

NRSRY_14_02

1. Visits within the Local Area

- 1.1 Parents give their consent on the signed Parental Agreement Form for their child to go for walks around the vicinity of the school in the direction towards the town centre but no further than King George Playing Fields (Bishop's Meadows) as part of their nursery day.
- 1.2 Walks may be taken from the Our Lady's Church entrance to the school premises.
- 1.3 Generic risk assessments are made for this purpose.
- 1.4 These risk assessments are amended as necessary to cover inclement weather conditions, excessive traffic conditions or building/road works etc.
- 1.5 Visits take the form of 'ad hoc' walks, with children either on foot or in buggies
- 1.6 Visits may be for the purpose of exploring the surroundings, looking for natural material or items relating to their current interest , or just for some fresh air and a change of scenery.
- 1.7 Full details of the children going on these visits are recorded and the group is checked, counted and signed both on and off the premises by a member of the Office Staff.
- 1.8 Each Visit is led by the Nursery Manager or Deputy Manager.
- 1.9 All Groups are accompanied by a qualified First Aider
- 1.10 The Lead Practitioner and all members of staff take their mobile phone with them.
- 1.11 Staff are NOT permitted to smoke whilst away from the nursery when on an official nursery visit or outing.

2. Outings Requiring the use of Transport

- 2.1 Parents are given full details of all outings offered to their children, including local, the Library, Theatre, Castle, Farm, River etc. and they sign Parental Consent Forms before their children are taken on outings.
- 2.2 Pre-outing inspections are made and individual risk assessments are carried out on new locations.
- 2.3 Each outing is led by the Nursery Manager or Deputy Manager
- 2.4 All Outings are accompanied by a qualified First Aider.
- 2.5 The Lead Practitioner and all member of staff attending take their mobile phones.
- 2.6 Every trip is recorded on Evolve.

3. Risk Assessments

3.1 Risk Assessments cover the following:

- Date
- Times
- Purpose of Trip
- Group Leader
- Staff
- Destination
- Number of Children
- Transport(if any)
- Insurance(if applicable
- Safety Clothing
- Weather related clothing
- Meals, snacks and drinks
- Any Special Needs or Dietary Requirements
- Qualified First Aider
- First Aid Kit
- Mobile phone policy for contact with nursery
- Emergency details of staff or children

Advice is taken from the Local Authority regarding farm visits e.g. hand washing, avoiding visits with pregnant staff members etc.