



Outings Procedure

At Loversall Farm Day Nursery we believe that the safety and welfare of children is paramount at all times and especially when on outings. The following procedures are to be followed when taking children out, away from nursery premises.

When visiting the farm.

- The Room Supervisor assesses the required adult to child ratios based on the nature of the outing and considers whether it is appropriate to exceed the normal ratio requirements
- An assessment of suitability of the outing is completed taking into consideration any additional needs required.
- First aid equipment is checked, taken on the outing and always made available. At least one member of staff accompanying the children to the farm will have a full and relevant paediatric first aid certificate
- Details of the outing are recorded on the daily outing sheet located in the reception area, including a mobile contact telephone number. A mobile phone must be taken when out on the farm. The mobile phone is for keeping in contact with the nursery, it must not be used for personal gain. The mobile phones used for outings do not have a video or camera facility.
- Only children under three years can have use of the kindervan. All children must be secured into the kindervan using the safety harnesses provided and the kindervan must be emptied and cleaned after each use.
- If applicable and for the safety of the children the 'walkadile' resource may be used when on an outing.
- All staff members and children will wear a hi-visibility vest.
- Walks to the farm will not take place after 3:30pm, particularly during the Autumn and Winter months. A risk assessment has identified that after this time there is an increase in farm traffic and parents are beginning to arrive to collect their children from nursery.
- Where a child attends the walk to the farm and has medication signed into the setting, the medication will be taken with them on the outing. All medication provided during the outing will be appropriately recorded on the relevant medication form and administration recorded on the Tapestry electronic system.

When going on an outing away from the nursery and the farm

It is an extremely rare occurrence for visits to take place away from the nursery or farm, however the following procedures will be followed should this be the case

- Details of outings planned are forwarded onto the Nursery Manager for agreement of suitability taking into consideration whether it is appropriate to exceed the normal ratio requirements.
- A visit to the proposed venue is arranged prior to the outing where a full risk assessment is completed and kept on file.
- First aid equipment is checked, taken on the outing and made available at all times. Staff accompanying the children will all hold a valid paediatric first aid certificate.
- Parents/carers will receive notification of a proposed outing including details of date, times, location, suitable clothing required, routine of the day along with a parent consent form for them to complete and sign recording any special requirements.
- Emergency contact numbers for parents and carers will be taken for each child and in the event of any contact numbers being used; the nursery manager will be informed of the situation.
- Children who are settling into the nursery will not be taken on supervised outings during this period
- Wherever possible parents will be encouraged to accompany their children on nursery outings.
- If a child needs to be administered any medication, the responsibility will be wherever possible with the parent or staff member (Key person) who is responsible for that child. (Please refer to medication policy).
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests.
- Children will be easily identified by staff when on a trip by use of wearing a high visibility vest.

Risk assessment / outings plan

The full risk assessment and outing plan will be displayed for parents to see before giving consent.

Use of vehicles for outings

It is an extremely rare occurrence for visits to take place that require children being transported in vehicles, however we will follow these procedures should this be the case

- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the

children. This is particularly important where children with disabilities are concerned.

- Any vehicles hired for transporting children will be properly licensed, inspected and maintained.
- When transporting children, we ensure that staff to child ratios are maintained.
- Staff vehicles WILL NEVER BE USED AS A MODE OF TRANSPORT FOR AN OUTING.

In the unlikely event of a child being lost, the lost child procedure will be followed:

Any incidents or accidents will be recorded in writing
Ofsted will be contacted and informed of any incidents

Special considerations

It is our policy to ensure one to one supervision on outings away from nursery for children with additional needs.

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| This policy was adopted on | June 2017 |
| Signed on behalf of the nursery | |
| Signed by nursery owner | |
| Date for review | September 2026 |