

## Outings

The nursery children are taken on regular outings. They experience trips to, for example, the local shops, parks, the college green (back field), the theatre as well as an annual outing to the seaside.

Many local outings are spontaneous and each child's attendance on the outing will be determined on whether the 'outings permission' slip was signed on the child's first day at nursery. Separate permission will be sought for outings that are unfamiliar and of a further distance from the nursery. They are usually planned well in advance of them taking place. Many planned outings are related to the themes the children are working on at that specific time.

### Procedures

Staff maintain the following adult to child ratios at all times if the outing takes place off nursery/ college premises:

- A) 1 adult to 2 children (under three/over three years)
- B) Parents or students on outings to be responsible for no more than two children at anytime

Please note that these are MAXIMUM numbers, ratios will be dependent on the particular outing, for example, a ratio of one adult to one child will apply on an outing to the seaside because of increased risks perceived.

For outings around campus, for example, to The Stretch or college green a **maximum** ratio of 1 adult to 4 children will apply. Risk assessments are completed and risks assessed on each occasion and where necessary ratios amended.

Unfamiliar outings are checked in advance for suitability and safety and the ratio is then decided on. A risk assessment is carried out by a staff member prior to the outing. A risk assessment form is then completed to enable staff to organise and venture on the outing in the safest way possible, minimising risk.

Permission for local/spontaneous outings is signed on admission (when the child starts nursery) but separate consent may be issued for planned outings that are not local.

All planned outings are recorded in the Outings folder and parental consents are kept on file here also.



Please refer to 'Outings Guidelines', attached, for further procedures to follow in preparation for an outing.

## **Outing Guidelines**

In order for planned outings to run smoothly, please follow the guidelines below so that we can set off on outings effectively and efficiently:

### **Parent Outing Preparation**

Please bring in a packed lunch for your child, it will need to be cold finger food as there will be no opportunities to heat food whilst we are on the outing. Please ensure that you put in an ice pack so that the food remains cool during the day. Lunch should be supplied in a named disposable bag or in your child's lunch box if informed this is the case by key staff.

Please ensure that your child is dressed appropriately for the specific outing.

Please leave your child's pushchair up and park it next to the buggy shed, if your child's key person has informed you that your child will be travelling in it to the outing. If your child is not travelling to the outing via their pushchair then please fold it away in the buggy shed as usual.

If parents are accompanying us on the nursery outing then they are responsible for their own child (and occasionally may have a designated older child to be responsible for also).

Parents are required to wait in the garden area with their child (if the parent is accompanying us on the outing), in adverse weather conditions we would always inform parents of an alternative place to wait.

### **Key Person Outing Preparation**

Please ensure that you prepare your key child's items for any outing the afternoon before the outing takes place. You will need to prepare a supply of nappies, wipes and cream (if appropriate), their water beaker, parent contact number x 2 and spare clothes (if appropriate).

Please ensure that, as a key person or parent, you take full responsibility for the children that they are with on the outing and focus on ensuring that your 'designated' children have a fun and fulfilling experience. THANK YOU.