



Managing outing outside of the nursery

Policy statement

Trips outside the nursery provide a rich, varied and imaginative that enthuse and motivate children to learn. We value being part of the Loughborough Campus University community and the facilities this provides. We aim to utilise these facilities to the full through spontaneous and scheduled trips. Our website reflects trips are an important part of nursery life to enable parents to make an informed decision when choosing a nursery. We recognise the additional risks that may arise when taking children outside of the nursery. Ensuring practitioners are capable and competent in assessing risks, aware of policies and procedure and utilising the Action students this will make the risks manageable.

Procedure

On induction, all parents are asked to sign a permission slip to go on small outing on the university campus. Messages will be shared on the wipe boards, email or verbally on the day to inform parents that an outing is taking place.

Specific parental permission will sort for outings outside the university campus.

Prior to the first time visiting any onsite or off site venues a member of staff will check for suitability, hazards and risks and complete a assessments.

The risk assessment will be reviewed prior to the outing and any necessary amendments made. All risks assessments are reviewed annually.

Whilst on the outing a dynamic risk assessment will be needed. Staff will need to review and assess the hazards and dangers throughout the duration of the outing and respond accordingly.

During all outing the staffing ratios must adhere to Ofsted regulations. Each outing will be risk assessed and staff deployed per the risks. Action students will be used to increase the adult to child ratio when needed.

An emergency kit will be taken on all outings containing first aid supplies, nappies, wipes, emergency blankets and any individual emergency medicines a child may need.

All room have a mobile phone that must be taken on outings to be able to communicate with the nursery in the event of an incident. The phone must be charged prior to the outing. The mobile phone is pre-programmed with the nursery number, LSU reception, University security and the deputy managers' mobile numbers and all room mobile numbers.

Ashby Rd, Loughborough, Leicestershire LE11 3TE



Nursery@lsu.co.uk



lsu.co.uk/nursery



01509 234126



The outings book must be completed for every outing stating the date, time, place, names and number of children and adults, routes and any other arrangements.

- Whenever children are taking out of nursery the trips book is filled in before leaving
- Details included are which staff and children are out on the trip
- The lead practitioner
- The purpose and venue of the trip
- The route taken
- The individual rooms mobile phone number
- Any addition volunteer's names
- The time they leave the building and the time they are expected back
- Officer in charge authorisation

When on an outing staff will:

- Have with them any information on the children within their care that would be required in an emergency, known medical conditions or medication.
- A lead practitioner needs to be identified who is responsible for co ordinating the outing
- Have a mobile phone to enable them to phone for information or help should they require it.
- Adults to wear uniform and children and adults to wear high vis jackets.
- If the outing is on campus an ipad will be taken to access the register of children and take regularly headcount of the children especially when entering or leaving different areas. If the outing is off site paper register will need to be printed
- Ensure that all staff and volunteers have been informed of the route, any potential hazards and their role.
- All staff will undertake a dynamic risk assessment throughout the trip for any potential hazards and dangers
- Ensure that the children taken out in buggies are safety harnessed in.

Manager's signature

Date July 2019

Ashby Rd, Loughborough, Leicestershire LE11 3TE