

PEMBURY SCHOOL HOUSE NURSERY

Outings Procedure

Statement of Intent

Our nursery believes that it is essential to safeguard the children in our care, this includes safety whist on outings:

Methods

- **Prior to each specific outing important questions are raised to the suitability of the venue.**
- **Method of transport.**
- **Parking.**
- **Weather conditions – what do we do if it rains/cold/sunny/hot?**
- **Are there adequate toilets? Accessibility?**
- **Where do we eat?**
- **Are there particular hazards?**
- **Are there ‘educational facilities’?**
- **Are staff helpful?**

A member of staff carries out a full risk assessment and considers the requirements set out in the outing procedure.

Organisation

- **Risk assessment.**
- **Ratios considering age/location/ability/behaviour of group of children concerned.**
- **Comprehensive information about each child.**
- **Consent forms sent out prior to outing and returned prior to outing.**
- **Relevant insurance.**
- **Funding (kept to a minimum).**
- **First Aid Kit – staff members trained.**
- **Register.**
- **Advance information – newsletter.**
- **Itinerary in advance to children, listing appropriate food, clothing, footwear.**
- **Curriculum plan.**
- **Contact numbers, significant mobile phone numbers.**
- **Necessary licence and insurance details of staff who are driving.**

After the outing has taken place an evaluation is made and recorded for reflection.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.