

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.