

Visitors

Visits and Outings

Nursery believe that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties. A full risk assessment is carried out. The Health and Safety file contains assessments for frequently visited places.

During an outing there will always be a qualified member of staff (minimum Level 3). The ratio of adults to children under two years of age is one adult to two children. The ratio of children aged 2, 3, 4 or 5 years is one adult to three children.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved.

The nursery will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

During visits and outings

On visits or outings, the staff to child ratio will be adhered to,

- Children will remain under close supervision at all times.
- The Manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- Two designated members of staff will keep mobile phones with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the nursery in case of an emergency.
- All children will wear a nursery name badge and wrist restraints.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with any members of staff left on duty at the nursery's premises.