

GREENACRES

Childcare at its best

Outings, Trips and Excursions Policy

Mission Vision Statement

Greenacres often conducts offsite visits to enrich and provide the children with a wider range of learning experiences. Going on outings gives the children real first hand experiences and is a great source to extending and enhancing their learning. These visits are carefully planned and the risks are assessed and managed and are kept to a minimum for the children at all times.

Types of outings:

Different types of outings take place, each requiring specific planning to maximise the most from the visit and ensure the safety of the children, this is of the paramount importance at all times. Staff plan outings that are local and are on foot to the library, park, shops and local amenities. Occasionally the children are invited to attend trips that are further afield to places such as the farm, play gym and garden centre, in which travel by Greenacres minibus is required.

Operational procedures for outings:

Every child has the opportunity to attend Greenacres outings; each room taking a small group at a time, they keep a log of whose turn is next making it fair and equal. An outings request form is completed to request a minibus outing which has a checklist on for the staff to prepare for all eventualities. Written parental consent is always obtained for these types of outings on a separate sheet and they are informed if they need to provide a car seat or entrance fees. Parents are informed of the type of outing, the mode of transport and the duration of the outing.

If a room chooses to go on a local outing by foot, they check that the child has written parental permission on their registration forms before they are able to take them.

Before any trip is authorised by management, the staff should have checked the following:

- At least one member of staff with first aid, must attend the outing.
- You must ensure there are sufficient first aiders back at the nursery.
- If the excursion is suitable for the age of the children.
- What the facilities available are and what supplies will be needed i.e. drinks, nappies, spare clothes etc.
- If the staff are aware of the fire evacuation for the place being visited.
- Times for leaving and getting back to the setting have been arranged.
- Children with Greenacres t-shirts are wearing them and tabards have been provided, with the nursery phone number & nursery mobile on.
- All children's medication goes on the trip with them.
- A replenished first aid kit is taken.
- The Nursery mobile phone is taken for the use of emergencies.
- Only the Nursery camera may be taken on the trip.
- Students are not permitted to be in ratio, but can attend an outing.
- Staff under the age of 18, must be accompanied by a staff member over the age of 18 and will only be in the ratio, at the discretion of the manager.
- Ensure all adults attending have been DBS checked including the driver.
- Ensure all children are appropriately dressed for the weather, including protection from the sun i.e. sun cream, hats etc.
- If the whole setting is attending the trip, they must inform the closest branch to them and give the emergency contact numbers and the time you are returning.
- A risk assessment for each individual excursion has been written.
- A travel risk assessment is in place for the vehicles and drivers.
- All children and staff are signed out of the premises and signed back in upon return.
- Extra – curricular activities taking part off the premises should be treated the same as an outing.
- The minibus must be checked, to ensure the car seats are appropriate for the size and weight of the children.

Lost Children

Due to stringent planning and risk assessments, it is very unlikely for a child to become separated from the rest of the group. In the event of this happening the immediate area should be searched by as many people as possible. The other children will need to stay with staff and be reassured. The branch manager and senior management should be informed of the lost child immediately. Once the area has been thoroughly checked the police will need to be informed, so they can help look. A manager will telephone the parent to explain the situation giving them as much information as possible. Ofsted must be informed of the incident afterwards and a written report must be completed. A post risk assessment must be carried out to investigate how this happened and how we can prevent a re-occurrence.

The documents that support this policy are: travel risk assessment, outings risk assessments, outings request form and registration forms.