

# Wonderland Day Nursery and Pre-School

# The Old School,

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# Dorset

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**Visits and Outings**

At Wonderland Day Nursery we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children’s experiences. We always seek parents’ permission for children to be included in such outings.

**Procedures**

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

* A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
* With regards to visits to local parks and areas in the local community, such as the library and community orchard, these visits typically happen in the moment following the children’s interests. Permission has been sought via consent forms for children to take part in these trips. The areas are risk assessed and checked for hazards by senior staff member as the children arrive, but before the children have access to the play area/orchard/library etc. Each member of staff present is given a responsibility whilst on the trip – an exit to monitor, a specific group of children, a piece of play equipment etc.
* Permission will always be obtained from parents before taking children on trips outside of walking distance from the nursery. We seek permission from parents on the child’s registration forms regarding taking the children out in the local area and in Wonderland transport.
* We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
* At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
* A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
* A completed trip register must be checked, and all parent and staff contact numbers will be taken on all outings.
* Regular headcounts will be carried out throughout the outing. (This MUST include on leaving the main room, outside the premises, on arrival at the destination, throughout the trip, on leaving the destination, on return to the setting, plus at regular intervals throughout the walk to the destination and whilst at the destination). Each staff member is allocated a group of children within the walking line, or within a car, that they are responsible for.
* A member of management will complete a last head count / room check before a group of children leave the premises for a trip.
* All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets.
* A fully charged mobile phone will be taken as a means of emergency contact.
* In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

**Risk assessment/outings plan**

The full risk assessment and outing plan will be completed prior to any trip outside of the regular, local destinations commencing. This plan will include details of:

* The name of the designated person in charge - the outing leader
* The name of the place where the visit will take place
* The estimated time of departure and arrival
* The number of children, age range of children, the ratio of staff to children, children’s individual needs
* The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
* Staff contact numbers
* Method of transportation and travel arrangements (including the route)
* Financial arrangements
* Emergency procedures
* The name of the designated first aider and the first aid provision

**Use of vehicles for outings**

* All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
* The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
* All vehicles used in transporting children are properly licensed, inspected and maintained.
* Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
* The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover.
* Drivers of vehicles are adequately insured.
* All vehicles used are fitted to the supplier’s instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle.
* When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

* Ensure seat belts, child seats and booster seats are used.
* Ensure the maximum seating is not exceeded.
* All children will be accompanied by a registered member of staff.
* No child will be left in a vehicle unattended
* Extra care will be taken when getting into or out of a vehicle.
* The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

**Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

**In the event of an emergency (including a terrorist attack)**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will be risk assessed, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

When it is safe to do so, a member of staff on the outing will make contact with the nursery setting to inform them of the emergency. The staff within the setting can then inform the parents of the children involved immediately if necessary, otherwise parents will be informed on return to the setting.

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

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