



# Outings & Visit Policy Little Stars Day Nursery

## Change Control

<b>Version:</b>	V3
<b>New or Replacement:</b>	Replacement
<b>Approved by:</b>	Senior Management Team
<b>Date approved:</b>	June 2012
<b>Name of author:</b>	Nursery Manager
<b>Name of responsible committee:</b>	Senior Management Team
<b>Name of Corporation committee:</b>	
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<b>Document Reference:</b>	

### Revision History

Version	Type	Date	History
V1	New	June 2012	New
		June 2013	Reviewed
		June 2014	Reviewed
		March 2015	Reviewed
		July 2016	Reviewed
V2		June 2017	Updated
		July 2018	Reviewed
V3		June 2019	Updated
		October 2020	Reviewed
		October 2022	Reviewed
		June 2025	Updated to define when Evlove needs to be used and about pre-visits to places. Centralised risk assessment to be used when outings are within walking

			distance. Referenced the TEC Partnerships educational visits procedure.
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**Outings & Visits Policy.**

Little Stars Day Nursery believes the outdoor environment and the wider community to be important in a child’s learning and development and to provide cultural capital experiences for all children across all age ranges. However, we also believe the children’s safety is of paramount importance.

- Prior to an outing or visit the relevant consent forms will be completed, if the outing is requiring transport this will be managed under the Evolve system in the pre-preparation plans. Any outings, visits, walks planned which involve transport will require further consent from parents /carers, in addition to this further information will be provided on the mode of transport, where the outing /visit it to along with any costs involved and approximate arrival and departure times. Any regulations re child restraints etc will be complied with and additional risk assessments completed prior any outing that requires transport. Management will work with the Health and Safety team from TEC Partnership to ensure all forms are correctly completed and everything is in place for the outing that is required.
- In addition to the above point parent /carer consent is required for all local visits and outings that do not require transport. Such consent is required on the registration form which is completed/ prior to each child starting with us. Any child without consent will not take part in the occasion and alternative provision will be made and no child will be disadvantaged because they have not been able to attend. Other than local outings additional consent will be sought. A centralised risk assessment will be used for such events.
- Pre-visits to potential places to visit will be carried out if deemed necessary by a member of the management team.
- On all visits or outings minimum staff to child ratios are always adhered to, these being:
  - Babies (0-2yrs) = 1:3
  - Toddlers (2-3yrs) = 1:4
  - Pre-School (3-5yrs) = 1:8

- There will always be a minimum of two members of staff on each outing, visit or walk. Staff are to inform a manager of their outing, the location, and who is going. The nursery mobile phone must always be taken in case of emergency. If a problem occurs during the outing, walk, visit, staff must telephone the nursery manager /deputy or relevant supervisor. The nursery will have a copy of all staff members mobile phone numbers stored on the premises in case of emergency.
- There must always be a member of staff who has paediatric first aid on all outings, and a first aid kit must be taken on all outings, trips, visits and walks along with a nursery mobile phone.
- All children will be head counted at regular intervals a minimum of every 15 minutes. All non-walkers will be in pushchairs and all other children will wear wrist straps attached to a member of staff.
- This policy cross references to the TEC Partnerships Educational Visits Procedure.