

s. Off Site Trips Policy

Our Aims:

Nursery Village recognise the value of external activities in broadening children's horizons and providing them with opportunities to express themselves in different environments, away from the regular Nursery setting. They extend the realm of experience for both the child and our staff and can help to strengthen relationships and provide enhanced opportunities to feel part of the Nursery setting.

Policy

External activities do require some extra thought and a number of measures need to be put into place to ensure they are safe and fun for everyone.

Safety

- A risk assessment for each type of external activity MUST be undertaken before leaving. This will include the nature of the venue, activities or transport and MUST be recorded on file at the Nursery before any external activity can be undertaken.
- Nursery Village will check that any transport employed, carries an appropriate Public Transport certification and safety equipment suitable for the age and number of children travelling.
- Transporting children in private vehicles is NOT permitted, given the risks to Child Protection and Safeguarding or securing suitable insurance criteria.
- The staff ratio will be at least 1 adult to every 5 children, or a lower ratio where the age of children would require, for example 1 to 3 for under twos.
- Staff will be allocated a named group of up to 5 children they will be responsible for during the trip.
- Staff will not be left alone with any children, if this can be avoided and must abide by our [Lone Working Policy](#) at all times.
- The nominated trip leader will take an accurate register of the day's children and staff on all trips, recorded on the Family app. This will include emergency contact information for parents and medical information for individual children.
- Staff must take a Nursery First Aid Kit and Company Tablet Device on all trips, as well as any medication needed, such as inhalers which must be clearly labelled with specific guidelines on their administration and use.
- The nominated leader will carry a mobile phone, fully charged, at all times and phone reception at the venue should be checked beforehand wherever possible.
- Staff will take 'sick bags', plastic bags, tissues, wet wipes and water on trips, whilst spare children's clothes, towels or other specific items may also be needed.
- The leader will take a headcount when the children get onto and off any transport and at regular intervals, not exceeding 1 hour, throughout the trip.
- All children will wear Nursery Hi Viz jackets and labels displaying the name of the Nursery and phone number so if they are lost the leader can be contacted. Under no circumstances will the children's names be included on labels.
- Children will have regular refreshments and access to toilet facilities.
- In the event of a child being lost, the Missing Child procedure will be followed.

Involving Children

- When a venue is being chosen, children will be asked where they would like to go.
- Feedback from children and their parents will be encouraged and will inform future external activities.
- Staff will discuss with the children who their keyworker is, and what to do if they are lost or concerned. This will include establishing a base at the venue on arrival.
- Staff will let children know what will be happening throughout the day so they know what to expect. This may include talking through any special rules and assessing particular risks with children beforehand, for example “*we aren’t going to feed the animals because...*”
- Clear routines will be established, staff will explain to the children what is expected of them in terms of their behaviour and children will be encouraged to take care of their belongings.
- Staff must be clear on the importance of questioning strangers and staff will also talk to the children about stranger danger risks before each outing.

Providing Opportunities

- Full consideration will be given to ensuring trips are physically accessible, age appropriate, culturally appropriate and that activities are non-discriminatory.
- Periods of quiet time and breaks will be built into the day wherever possible.

Working with Parents

- Any external activity MUST be recorded as a new event on Famly, for which a child's parent or carer MUST respond to confirm their child's attendance is with their permission.
- Each child MUST also have “Permission” granted through Famly for external activities, which appropriately covers the trip being taken.
- If a parent or carer has not granted permission through Famly or confirmed their child's attendance at the external event, Nursery Village will not be able to take the child on the visit. Nursery Village will not be able to offer alternative childcare for children unable to attend off-site visits.
- All external activities will be timed to coincide with the booked sessions of the children invited to attend, or parents will be advised of the need to amend their booking to cover the planned activity and this will be made clear to parents.
- Every attempt will be made to keep costs low and affordable for all families, however external activities may incur an extra charge and parents will be advised of this accordingly beforehand.
- External activities are ONLY open to children who have previously spent at least one week at their Nursery setting and we reserve the right to exclude children from external activities if their behaviour is likely to jeopardise the safety of the Nursery.