

Out and about in the Local Community Policy

Reviews and Amendments:

• Implemented	02 nd January 2013	Laura Leigh Wayman
• Reviewed	16 th August 2013	Laura Leigh Wayman
• Amended	07 th February 2014	Laura Leigh Wayman
• Updated	06 th November 2014	Laura Leigh Wayman
• Reviewed	18 th February 2016	Sara Bradley
• Reviewed	10 th March 2017	Carla Gibson

Child's Play Private Nursery Ferryhill

Policies and Procedures

Out and about in the local community Policy

At Child's Play Nursery it is essential that children as well as staff must be kept safe whilst on outings. No matter what time of outing, a qualified paediatric first aider will always be present.

For each type of outing, there is a full risk assessment carried out, which includes an assessment required of adult: child ratios. This assessment will take into account the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements.

All outings must be agreed by a member of the management team.

We obtain written parental permission to go on local community outings when children are first registered with the setting via the registration form (this permission can be changed at any time by the parents. Written notification of changes is required.)

Outside of the Local Community: If the practitioners or staff at the nursery are looking to take the children on an outing which is not in the local community additional parental permissions will be sought.

Before and After School Runs: The before and after School Collections are risk assessed on a weekly overview assessment sheet which is archived weekly in the settings Outings Folder. Only Authorized Staff Members are allowed to carry out the School Runs. (Please refer to Policy/Procedure)

A check list for outings:

- Management permission sought (signed on outings form)
- Outings form and risk assessment form filled in fully. (to be checked by a senior)
- Is there a qualified first aider?
- Carry a first aid kit (which is fully equipped)
- Carry a NURSERY mobile phone, which is fully charged and credited so contact with the nursery can be maintained at all times. (There is no camera on the phone) **07833568645**
- Take any appropriate equipment (i.e. sun hats, coats, sun cream, blankets, bottles, nappies etc...) in an outings bag.
- Take a nursery camera to capture the learning.

- If the outing required vehicles, insurance details, names of drivers, driving license numbers must be obtained. Appropriate car seating must also be provided for each child (car or booster seats.) Seat belts must be checked prior to ensure they are fully functional and safe.
- Outing Register completed on the outing form.

Other Policies and Procedures linked to this Policy

- Risk Assessment Policy & Risk Assessment Folder
- Before and After School policy
- Lost snatched or missing child policy