Visits and Outings

EYFS: 3.65, 3.66

At Millwood House 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.
- Written permission will always be obtained from parents before taking children on trips.
- 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 together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery Sharon Avery, Nursery Manager, prior to the outing.
- A fully charged nursery 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 carried out before the trip. 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 and the group size.
- The equipment needed for the trip, i.e. first aid kit, nursery 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.
- Links to the child's learning and development needs.

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 nursery operations Sharon Avery, Nursery 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 have a detailed risk assessment, 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.

Also think about how to contact parents to let them know everything is ok.

Further information can be found at:

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

This policy was reviewed	Signed on behalf of the nursery	Date for review
June 2026		*May 2027*