

Policy Title and Number:

**Outings Policy**

**Policy Reference Number: JIC-014**

**Legislation that informs this policy**

*Children's Act 1989, 2004*

*The Early Years Foundation Stage 2017*

*Childcare Act 2006*

**This list is not exhaustive**

## **Policy Statement**

Outings are a significant part of a child's learning and development, providing them with opportunities to explore the world and understand more about their community. Safety on outings is of the utmost importance.

## **Procedure**

*Just Imagine Day Nursery – Canvey Island* have developed the following procedures to enable children to experience a wide variety of outings safely.

- All outings are thoroughly planned. This involves a member of staff visiting the venue prior to the visit and **carrying out a full risk assessment of both the journey and the venue**. This risk assessment is recorded and any identified hazards highlighted. Plans are then put in place to eliminate or minimize the identified risks to children and staff. All Outing Plans, complete with Risk Assessments, must be reviewed, approved, and signed by the Nursery Manager.
- A fully qualified First Aider must accompany the Outing. A thoroughly checked First Aid Box must be carried as well.
- Parental permission is sought for routine trips out to local shops, parks and libraries during the initial contract signing before Admission. Further permission is always sought for day trips, for example to a farm or to the coast.
- Staff are trained in how to supervise children more closely during outings. The required ratio of staff to children is always enhanced for outings, i.e. more staff are available to support smaller groups of children. The following staff to child ratios must be applied as minima, but they are subject to a prior risk assessment:

**Under Twos, 1:2**

**Two to three Year Olds, 1:2**

**Three Years and Over, 1:4**

1 Parents should be invited to come on outings and day trips on the understanding that they are there to help the staff team under the direction of the senior staff member in overall charge of the trip

- Children will be given wrist bands with the name and the telephone number of the setting written on it, in case they should become detached from their group. A lost child policy is also in place.

2 The person in charge of the outing must carry the Nursery's Mobile Phone for Outings, having made

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sure that this is fully charged at the start of the trip. All staff members accompanying the outing should keep their personal phone logged off. They may use them, however, in extreme circumstances (such as getting lost) and only to establish contact with the main group or the Police if the situation requires it.

3 Every member of staff should be given a copy of a list of all the children and adults attending the trip.

4 If the children are to split up into different groups, each with its own accompanying staff, a meeting place and time should be agreed with all staff before they go their different ways.

5 At the start of the outing, all children and parents should be briefed on safety. Parents should be given copies of this Policy and asked to return a signed copy to the Senior Member of staff in charge at – or before – the start of the outing.

- Volunteers, in the form of parents, extended family and friends are welcome to join us on trips.
- Children are transported in vehicles that have been correctly insured for the purpose and driven by named drivers. If public transport is to be used, parents will be informed.
- A checklist of essential records and equipment has been devised for outings, ensuring that emergency situations can be dealt with effectively.
- Parents will be asked to cover the additional costs of the outing (entrance fees, transportation etc) and to provide additional clothing/footwear (if required).

**Date updated: August 2021**

**Date for review: August 2022**

**Links to other policies**

Lost Child Policy  
Transportation Policy  
First aid Policy  
Security Policy  
Risk Assessment Policy  
Health & Safety Policy