Outings are a significant part of a child's learning and development, providing them with opportunities to explore the natural world and understand more about their community. However, their safety on outings is of the upmost importance. We offer children a range of local outings including walks and visits off the premises, permission is gained for these through our registration packs. We always seek parental permission for children to be included in such outings outside the local community.

We have developed the following procedures to enable the children to experience a wide variety of outings safely.

* All outings are well 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 venue. This risk assessment is recorded and any identified hazards highlighted. Plans are then put in place to eliminate or minimize the risk to children and staff.
* Parental permission is sought for routine trips out to local shops, parks and libraries during the initial contract signing. Further permission is always sought for day trips, for example the farm or to the coast.
* Staff are trained in how to supervise the 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.
* At least one member of staff will hold a valid and current pediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary

(move bullet points )

* A checklist of essential records and equipment has been devised for outings, ensuring that emergency situations can be dealt with effectively. This is all stored in our outings folder that must be taken on the outing
* 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 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 manager prior to the outing
* Children will be given stickers with the name and the telephone number of the setting written on; in case they should become detached from their group. A lost child policy is also in place.
* Parents will be asked to cover the additional costs of the outing (entrance fees, transportation etc) and to provide additional clothing/footwear (if required).
* A fully charged nursery mobile phone will be taken as a means of emergency contact *(staff are reminded of the mobile phone policy and asked to leave personal phones at the setting)*

Children are transported in vehicles that have been correctly insured for the purpose and driven by named drivers. If a vehicle is used for outings the following procedures will be followed:

* parents in advance of any visits or outings involving the transportation of children away from the nursery
* The arrangements for transporting children will always be carefully planned and where necessary additional staff or volunteers will be used to ensure the safety of the children. This is particularly important where children with disabilities are concerned
* Regular checks are made to the vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
* Ensure seat belts, child seats and booster seats are used
* Ensure the maximum seating is not exceeded
* All children will be accompanied by a registered member of staff
* No child will be left in a vehicle unattended
* Extra care will be taken when getting into or out of a vehicle
* The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.
* If public transport is to be used parents will be informed.
* 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. For further information, please refer to our Sickness and Accident Policy.

**Missing children**

In the event of a child going missing, the child lost on outings policy will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

**In the event of an emergency**

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. If necessary, the police will be contacted if it is safe to do so. 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 or emergencies such as an ill or injured child, etc.

We will contact parents of the children on the visit to confirm arrangements as soon as it is safe to do so.

Ofsted will be contacted and informed of any incidents.