

Outings Procedures

March 2012

- Ailsa Higgins and Gillian Lowrey are the trained Education Visit Co-ordinator (EVC).
- When children are taken off the premises for an outing or walk in the locality, there will be at least (2) suitable staff. A ratio of 2 children to one adult under 2, 3 children to one adult aged 3 and 6 children to one adult over 3.
- If the outing is further afield than the local area, parents receive a letter stating the destination of the outing, the date and time of the visit and when the children will return. They are asked to complete the lower portion of the letter and return it to school in order to give permission for the child to take part in the visit.
- A risk assessment will be carried out, in line with the Health and Safety Policy, before any outing. A suitably-qualified member of staff will take charge of the outing.
- The person in charge of the outing will carry a mobile phone for use in an emergency.
- Details of the journey and visit, and a list of all children and adults leaving the premises, will be left with the senior person who remains at the nursery.
- A trained first aider and a paediatric first aider will accompany the outing with the first aid kit.
- A specific item in the risk assessment will focus on any medication needed by a child going on the outing, or special arrangements for medical needs / special educational / behavioural needs.
- An adequate number of staff will stay in the nursery to supervise the children who are not involved in the outing.

Reviewed March 2012