

# Blagdon Nursery School



## Outings and Off-Site visits Policy

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Date of next review: March 2022

## Policy for Outings and Off-site visits

We believe that children learn best through first hand experiences. It is our aim to provide children with opportunities to learn by taking part in visits and outings as a means of supporting and enriching the Early Years Foundation Stage curriculum.

### Aims

We aim to achieve this by organising local and further afield visits and encouraging visitors into the Nursery school on a regular basis

### Procedure for organising outings:

- For small scale outings i.e. walk in the local area, for example the Cowsey, the consent form parents agree to on admission will suffice as agreement for children to be taken off site.
- Written permission for larger scale outings i.e. using public transport, coaches etc. will be obtained from all parents/guardians prior to the outing.
- A risk assessment must be made before each outing and should be the subject of a review afterwards.
- **EVOLVE**
- All outings must have been the subject of a pre-visit by the designated staff taking the outing. All appropriate recommendations must be passed on to all parties involved.
- Parent helpers are to be encouraged to partake in the educational purpose of any outing.
- All children unaccompanied by their parent or carer must complete an OH2 form prior to the trip.
- Parents & helpers should always be asked for positive & constructive comments about any outing.
- Staffing: Children ratios must never exceed 1:4 on small scale outings and will be 1:2 children for all longer duration outings. Where possible parents should be encouraged to accompany their child/children.
- Children with special educational needs may require 1:1 support - either their own parent or a member of staff.
- Contact arrangements must be left, a list of children and helpers left at Nursery or with a responsible person. Staff in charge on any outing should have a copy of the contact details and have access to a mobile phone.
- Emergency first aid and individual's medication such as epipens/inhalers must be taken on any outing off site.
- Children must be counted before setting off (on the coach if used) and counting must be ongoing and at regular intervals for the duration of the outing. If the group is

broken into smaller groups, a designated person in charge must be assigned & is responsible for counting children at regular intervals.

- Transport must be fully insured, driver's details satisfactory and all seats must have belts. The maximum capacity for any vehicle must not be exceeded.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Toilet facilities must be provided for the children at regular intervals. Children who are not toilet trained should wear nappies & spares taken along.
- Food & drinks must be provided at similar times to those in Nursery and additional drinks should be offered if the weather is warm or energetic exercise is part of the day. No glass containers will be permitted
- Additionally some spare clothing should be taken along.

### **Charging for trips**

Where there is a cost to the school in providing a trip, voluntary contributions will be requested from the parents. Please refer to the charging policy.

### **Monitoring**

Following every visit there should be an evaluation of the risk assessment and opportunities for parents to give feedback.

### **Insurance**

There is a current certificate of insurance for offsite visits arranged by Reading Borough Council and the Royal Sun Alliance insurance company

Transport must be fully insured, driver's details satisfactory and all seats must have belts. The maximum capacity for any vehicle must not be exceeded.

