

**BI-NUR-020 NURSERY OUTINGS POLICY**

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Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.0	Nursery Management Committee		23 February 2023

Distribution			
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23 February 2023		1.0	
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>
BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

<b>Associated policies, procedures and guidance</b>
This policy should be read in conjunction with:

## 1. Outings

- 1.1. Regular outings are planned into the Nursery curriculum. These will relate to current topics and/or be of interest to the children. The Nursery is committed to building up a good relationship with the local community.
- 1.2. A full risk assessment is carried out before any outing takes place.
- 1.3. The safety and security of the outing, or any venues the Nursery wishes to visit are considered carefully before the trip is planned. Staff also ensure the outing and the venue are appropriate for the age and number of children going and suitable for their development. Any necessary information regarding the venue will be sought, for example, maps, the location of the toilets and baby changing facilities, shops, picnic areas etc. Most of the venues chosen are already known to staff.
- 1.4. All Parents must give written permission to allow their child/children to go on an outing. The permission slips will then be kept in the office for seven years. Parents will be informed of the full itinerary of the trip, including the time of departure and time that they aim to return.
- 1.5. Any timetables required for buses or trains must be obtained prior to the journey being made.
- 1.6. If minibuses, coaches or cars are needed these will also be booked and organised in advance. Staff driving vehicles for trips will submit a copy of their driving licence to the Manager of the Nursery. Child seats must be organised for every child.
- 1.7. Procedure for use of any motor vehicle on a Nursery Outing.
- 1.8. All vehicles used must have the following:
  - Appropriate insurance policy
  - Up-to-date MOT
  - Policy documentation of hire company - if using a hired vehicle
- 1.9. If a member of staff is driving an Institute Car then the Institute's Car Booking Procedure must be followed.
- 1.10. Staff and adults on the outing will wear Identification lanyards and if possible their Nursery Uniforms. The vehicles used for the trip will be made easily identifiable with the Nursery and the children will wear Nursery Identification.
- 1.11. Throughout the trip the senior member of Staff will ensure regular head-counts are carried out. These will be taken whenever changes take place for the group for example:
- 1.12. All vehicles used must have the following:

- Appropriate insurance policy
  - Getting on to any vehicle
  - Alighting from any vehicle
  - Taking children to the toilet or changing them
  - Arriving at any venue
  - Leaving any venue
  - Stopping to eat or drink
  - Continuing after food or drink
- 1.13. All vehicles used must have the following:
- 1.14. Adults on the trip will be in charge of two children for whom they will be responsible for at all times.
- 1.15. A Qualified Paediatric First Aider will accompany the trip.
- 1.16. A First Aid box/bag will be taken.
- 1.17. Staff must be familiar with the Nursery's Health and Safety Policy; a copy of this is in the Staff Induction Pack. Staff must be extra vigilant regarding the safety of the children at all times on outings.
- 1.18. The Outing Book, which is kept on Reception, must be filled in just before departure. The senior member of Staff on the trip will hold the register with details of whom is responsible for whom, and will organise the schedule of head counts. The ratio of one adult to two children will be adhered to throughout the trip.
- 1.19. Adults helping on outings will not be left alone with any child (apart from their own).
- 1.20. When on outings, a nursery mobile phone will be taken and will be switched on at all times.
- 1.21. When going out on trips away from the immediate vicinity every child's contact details will be taken (photocopies of the emergency contact cards will be taken). These photocopies will be destroyed after the trip.

## **2. Further information**

- 2.1. This policy was adopted at the Staff Meeting on June 2002 and was adopted by the Nursery Management meeting held on June 2002. This policy was reviewed in September 2022
- 2.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.