



Outings Policy

NMS 24

The following procedures are to be followed for all outings:

- Written permission must be obtained from all parents prior to the outing
- A risk assessment will be carried out and the outings checklist followed
- Staffing ratios must be maintained at the same level as in force in the nursery but for safety reasons we may on occasions increase this to 1 staff to under 3 children for the under 3s and 1 staff to 4 children for the 3-5's
- A list of all children's names and contact numbers for the day must be taken
- Two mobile phones (in case staff are separated in an emergency and to reduce risk of no signal/flat battery) for contact with the nursery must be taken (numbers to be left at nursery)
- The nursery must be informed immediately of any incident that happens (the nursery's policy for a lost child will apply when on outings – the policy should be taken on the outing for reference)
- A first aider should be present and the first aid bag taken along with any additional medication needed by the individual children.
- The children should be equipped with appropriate weather clothing.
- The children must be counted and marked in the register before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Should the setting encounter any incidents/problems during the outing, a written review should be made and recommendations recorded for future outings.