



Taking Children Off the Premises

Clare House Nursery recognises that outings and visits provide valuable opportunities for children to explore their local community and enhance their learning. The safety and wellbeing of children remains paramount at all times, and all outings are carefully planned, risk assessed and appropriately supervised.

Parental Consent

- Parents provide written consent for local walks and short outings as part of the registration process and are informed of the nursery's outings procedures.
- Separate written consent will be obtained for larger outings, visits or events where appropriate.
- Parents will be provided with relevant information regarding planned outings.

Planning and Supervision

- Every outing is supported by a suitable and sufficient risk assessment, taking into account the destination, activities, transport, weather conditions, children's ages, abilities, medical needs and any additional support required.
- Staffing levels are determined through risk assessment and will always meet or exceed the requirements of the EYFS, ensuring children are appropriately supervised at all times.
- A minimum of two members of staff will accompany children on outings unless an alternative arrangement has been risk assessed and authorised by the Nursery Manager.
- Each member of staff is allocated responsibility for specific children throughout the outing.
- Staff complete regular headcounts before leaving, on arrival, throughout the visit, before returning and whenever moving between locations.
- Dynamic risk assessments are undertaken throughout the outing, with staff responding promptly to changing circumstances.

Parents and Volunteers

- Parents accompanying outings remain responsible for their own child unless they have been formally approved, risk assessed and allocated responsibility by the Nursery Manager.
- Volunteers will only be included within staffing arrangements where they have been appropriately vetted, inducted, deemed suitable and are competent to undertake the role in accordance with EYFS requirements.

Children's Safety

- Children are supported to understand road safety and safe behaviour during outings.
- Children hold hands, use walking ropes or other appropriate safety equipment where required by the risk assessment.
- High-visibility vests or other suitable identification may be worn where appropriate.
- Children wear identification displaying the nursery's name and contact telephone number only. Children's names are not displayed.

Equipment Taken on Outings

Staff will ensure appropriate equipment accompanies every outing, including:

- A fully charged mobile phone.
- A portable first aid kit.
- Emergency contact details.
- Children's emergency medication and healthcare plans where required.
- Drinking water and cups.
- Spare clothing, nappies, wipes and other care items appropriate to the children's ages and needs.
- Sun cream, hats or waterproof clothing as appropriate to the weather.
- Any specialist equipment required for individual children.

Transport

Where transport is required:

- Only reputable, appropriately licensed and insured transport providers will be used.
- The Nursery Manager will ensure all legal requirements relating to child passenger safety are met.
- The maximum seating capacity of any vehicle will never be exceeded.
- Appropriate child restraints and seat belts will be used in accordance with current legislation.
- Staff will ensure children embark and disembark safely under close supervision.

Outing Records

A record of every outing will be maintained and will include:

- Date of the outing.
- Departure and return times.
- Destination.
- Names of all children attending.
- Names of staff and volunteers attending.
- Staff allocation of children.
- Method of transport (where applicable).
- Confirmation that the required risk assessment has been completed.
- Any accidents, incidents or significant observations.

Risk Assessments

Frequently visited locations are subject to regular review and risk assessment. Wherever possible, pre-visits are completed before new venues are used. Where this is not practicable, sufficient information will be obtained from the venue to ensure risks are appropriately assessed before the outing takes place.

Staff will review risk assessments regularly and following any incident or significant change to ensure outings continue to be safe, enjoyable and appropriate for all children.

