

## Outings Policy

At Raised In we see our local community as an extension of our nursery and we use our local environment as a second learning space. We endeavour to be out in our local community as much as possible.

The outings policy is designed to give all Educators in the Raised In team a clear understanding of the procedures to ensure that all children and team members remain safe within the local community.

### General Outings – Procedure for the Nursery Team

1. Discuss possible risks that may arise on the outing and what measures are to be put in place to ensure everyone is safe, in line with the general Outings Risk Assessment.
2. For all new activities, a written risk assessment identifying the measures to be put in place for the safety of the children will be made.
3. Ensure the staff-child ratio is appropriate for the outing, taking into consideration the children's ages, abilities and individual needs.
4. Ensure you are within the qualified-to-unqualified ratio when going on outings.
5. Ensure that there is at least one member of the team who has a valid first aid certificate.
6. Ensure that the Nursery Manager/Deputy Nursery Manager has all details of where the team members are taking the children on the outing.
7. Ensure that all team members going on the outing understand the procedure to be followed in the event of a serious accident/incident (see below).
8. Ensure that the following items are taken on an outing:
  - A list of children.
  - A copy of each child's relevant contact details.
  - First aid kit for outings.
  - At least one fully charged mobile phone that can make phone calls.
  - Any specific medical equipment required by children/team on the outing (e.g. inhaler, EpiPen).
  - Tissues, gloves, spare nappies, wet wipes and nappy sacks.
  - A spare pair of trousers (to fit any child).

**Before leaving the nursery, regularly during the outing and on return, a head count of children will be carried out to ensure that all children are accounted for.**

### **Emergency/Accident Procedure while on Outing**

1. One team member is to phone the emergency services (if required) while the other phones the Nursery Manager.
2. The most senior team member on the outing will take responsibility until the Nursery Manager can reach the destination.
3. Once the Nursery Manager is aware of the incident/accident, Raised In's general procedure for accidents and emergencies will be followed.
4. All other children on the outing will be brought back to the nursery premises safely and as quickly as possible.

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**Signed:** Nicola Brimble, Head of Nursery

**Date:** 06 December 2023

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**This policy links to:** Accident & Emergency Incident Policy, Health & Safety Policy, Missing Child Policy, Parents as Partners Policy and Risk Assessment Policy