

## Easebourne Nursery

# Outings and Visits Policy and Procedures



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### **OUTINGS and VISITS POLICY and PROCEDURES**

#### **Transport:**

- minibuses will have forward facing seats with seat belts.
- parents/guardians will be asked to provide children's car seats and inform staff of the correct fitting procedure.
- drivers will have undergone formal assessment of their ability to drive the vehicle.
- insurance certificates will indicate drivers allowed to drive for the setting.
- details of all vehicles used will be kept.
- a full pre-journey check will take place on the day of the outing/visit to ensure the working order of the minibus.

#### **Staffing:**

- adult:child ratios will be determined dependent on the nature of the outing/visit.
- qualified staff will have overall responsibility during the duration of the outing/visit.

#### **Plan of Activities:**

- all adults will be aware of the plan of the day for the outing/visit activities.
- information will be given to children beforehand to prepare them for the outing/visit.
- relevant links to current planning will be recorded.
- follow-up activities will be used to develop and extend children's learning.

**Risk Assessment:**

- prior to the outing/visit, a member of staff may visit the location/venue and a risk assessment will be carried out for the journey and location/venue

**Parental Consent:**

- a consent form will be given to each parent/guardian to complete and return prior to the outing/visit, if no form is returned the child will be unable to go on the outing/visit

**Emergency Procedures:**

- contact telephone numbers and medical information for all children and staff will be taken on the outing/visit.
- a mobile phone will be carried by a member of staff at all time (this telephone number will be kept at Easebourne Nursery, tel: 01730 815046) along with a plan of the day.
- if an accident occurs to a child, that requires medical assistance, the parent/guardian will be immediately informed and asked to meet the child with a qualified member of staff at the nearest hospital.

**Information:**

- a list of all children, parents/guardians' telephone numbers and any medical, dietary or support needs will be taken by the Nursery Manager or Deputy Manager or staff member in charge.
- a first aid kit, necessary medication, the accident book and spare clothes will be taken.

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