

POLICY FOR OUTINGS

(Including Procedure for Lost Children on outings)

Date ratified: January 2023

Period: January 2023-2026

Headteacher Signature: Lynsay Falkingham

Chair of Governors Signature: Briony Alder

Review Date January 2026

Before going on any outing with the children the following will be in place:

- Signed permission from parents, either for Local trips (completed on home visit or initial visit as part of the admissions process) or specific signed permission for trip e.g. to Hillier's
- Outings file in each base with copies of medical protocols for children with specific medical conditions/contact details/details of drugs, etc, ready to take out on an outing. Paediatric First aider in each base will be responsible for checking regularly and liaising with the Key person to keep information up to date
- List of children who are not allowed on visits to be kept in the Outings Folder. Key person to update as necessary
- The outing destination will be familiar to at least 1 member of staff going on the visit.
- The designated group leader must be a Teacher or Senior Early Years Practitioner. The Headteacher must be advised that the outing is happening
- The group must include a qualified Paediatric First Aider

Staff will take with them:

- The outing should be assessed prior to leaving the Nursery School so that at least one member of staff has sufficient money to cover the cost of public transport, entrance fees, refreshments as well as an emergency
- Two staff will have their own mobile phones with them, with their numbers left with reception on the outings form
- Each base will have an outings rucksack to take necessary information and equipment.
- The outings First Aid Kit which is kept in First Aid cupboard in the classroom toilet areas
- Details of any child's medical difficulties (from the outings file) and appropriate medication for that child, e.g. inhaler
- Appropriate clothing if necessary, e.g. gloves on a cold day.
- Pushchairs for non-mobile children
- High visibility jackets will be worn for walking trips by adults and children

Staff will ensure the following for all outings:

- Staff will make a professional judgement on their knowledge of the children and the type of outing when setting ratios

- The visit destination is within easy walking distance from the Nursery School, unless a bus is being used
- Roads are crossed at appropriate places e.g. zebra crossing
- Children do not speak to strangers

Procedure for Medical Emergencies on an outing

In the event of a medical emergency an ambulance will be called immediately by a member of staff on the group outing. First aid will be administered while waiting for the ambulance.

Procedure for Lost Children on an outing

Staff must maintain vigilance at all times when out of the school with children. If in the unlikely event a child goes missing the following procedures will be followed:

A headcount will be made immediately and the child missing identified.

The nursery school is telephoned immediately using the mobile phone and a member of the senior team (using the fastest method of transport) goes to join the group. At the same time the police and parents are called by the nursery school staff.

Staff will ensure all the remaining children are under close supervision. One member of the team is released to search the surrounding area.

Procedure in the event of a serious event

The procedure for offsite leaders in event of serious event must be taken on the outing.

Lanterns Nursery School: Offsite Visit Form
(please ensure that you take a copy with you and leave a copy at reception)

Date:	Location:
Leaving at:	Returning at:

Group leader:	
Paediatric First Aider:	
Mobile phone 1:	Mobile phone 2:

Children	Adults (staff / parents)

Walking route / transport arrangements
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Check that you have the following:	
First aid kit	☐
Medical protocols for children with identified medical conditions	☐
Procedure for off site leader in event of serious event	☐
Appropriate medication for above children	☐
Two mobile phones	☐
Inform HT or Teacher in charge visit is taking place	☐
Your copy of the offsite form	☐