

**Blue Windmill Nursery**  
**Visits and Outings Policy**

**Policy statement**

Blue Windmill Nursery provides local outings such as walks to the park, library and nearby community facilities. These experiences support children's learning, confidence and understanding of their local area.

Outings will be planned carefully so that children remain safe, appropriately supervised and accounted for throughout.

The nursery does not ordinarily use vehicles or public transport for outings.

**Parental permission**

Written permission for local outings will be obtained from parents as part of the child's registration and permissions.

Parents will be informed in advance where an outing is outside the nursery's usual local arrangements or involves different practical requirements.

**Planning and risk assessment**

Before an outing, the person in charge will consider:

- the destination and route;
- the ages, development and individual needs of the children;
- staffing and supervision;
- road, weather and environmental risks;
- accessibility and SEND requirements;
- medical, allergy and personal-care needs;
- what equipment must be taken;
- emergency arrangements.

A written risk assessment will be completed for outings where one is not already in place. Regular local routes may be covered by an existing risk assessment, provided it remains current and staff consider any changes on the day.

An outing will be delayed, changed or cancelled where conditions make it unsafe.

**Staffing and supervision**

A member of staff will be designated as the outing leader.

Staffing will be based on the risk assessment, children's ages and individual needs. EYFS ratios are minimum requirements and additional staff may be used where necessary.

Children will be divided into clearly identified groups, with staff knowing which children they are responsible for.

At least one member of staff on the outing will hold a valid paediatric first-aid certificate.

Staff will remain attentive and position themselves to supervise children effectively, particularly:

- near roads and crossings;
- when entering or leaving buildings;
- in busy public places;
- near water, play equipment or other hazards;
- during changes between walking, pushchairs and activities.

Parents helping on an outing will not have sole responsibility for children other than their own unless the manager has confirmed that all necessary checks and arrangements are in place.

### **Registers and head counts**

A register of all children and adults attending will be taken.

Head counts will be completed:

- before leaving the nursery;
- at appropriate points during the journey;
- on arrival;
- before leaving the destination;
- on returning to the nursery;
- whenever the group moves or staff need to confirm that everyone is accounted for.

Head counts support but do not replace active supervision.

If a child cannot be accounted for, the nursery's Missing Child Procedure will be followed immediately.

### **Equipment**

Staff will take appropriate equipment, which may include:

- a nursery mobile phone;
- emergency contact details;
- the outing register;
- a first-aid kit;
- children's medication or emergency treatment;
- drinking water;
- nappies and personal-care supplies;
- pushchairs, reins or other safety equipment;
- suitable clothing and sun protection.

Children may wear high-visibility clothing or another suitable means of identification where this supports safety.

Children will not wear identification displaying their own name or personal details.

Nursery contact details may be used where appropriate.

### **Children's individual needs**

Staff will take account of each child's:

- mobility and communication;
- understanding of danger;
- SEND or medical needs;
- allergies and dietary requirements;
- emotional wellbeing;
- toileting and personal-care needs.

Reasonable adjustments will be made so that children can participate safely wherever practicable.

### **Accidents, illness and emergencies**

If a child becomes unwell or has an accident, staff will provide appropriate first aid and contact the nursery and parents as necessary.

Emergency services will be called where required.

One member of staff may accompany a child requiring hospital treatment, provided the remaining children continue to be safely supervised.

Any significant accident, incident or safeguarding concern will be recorded and reported in accordance with nursery procedures.

### **Responsibilities**

The outing leader is responsible for ensuring that:

- the outing has been appropriately planned;
- the risk assessment is suitable;
- staffing and equipment are adequate;
- registers and head counts are completed;
- staff understand their responsibilities;
- any incident is managed and reported appropriately.

All staff are responsible for maintaining effective supervision, following the agreed arrangements and raising any concern immediately.