

Seedling Nursery

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Seedling Nursery Leamington Spa
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Trips and Outings Policy and Procedure

At Seedling nursery we recognise the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided.

All policies and procedures that are implemented throughout Seedling Nursery **must** continue to be implemented whilst on the trip/outing in addition to the procedure set out below.

Procedure:

- The Senior team members must be informed and oversee the organisation of any trip/outing. These trips are recorded on the outing checklist
- All parents should be well informed of the trip/outing and be provided with plenty of notice and detail if a big trip is planned, however if a spontaneous trip is planned staff will revert to registration forms for consent from parents.
- Written consent from the parents must be obtained for every child prior to them attending a trip/outing, this can be found on the registration form prior to joining the nursery.
- At least one qualified first aider must be present at all times.
- A first aid kit must be taken on the trip.
- Staff and children's medication must be taken on the trip/outing.

There are no set ratios stated in the statutory welfare requirements during outings: however, the following must be adhered to:

- 0 - 2 years: one adult - Three children
- 2-3 years: one adult - Four children
- 3-5 years one adult - Eight children

Please note the above ratios may need to be reduced depending on where the children are visiting and the route that they are taking. A risk assessment will determine this and this is completed before the trip/outing commences.

All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing. Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day.

All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children. Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.

The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the Manager.

The nursery camera must stay with the person in charge of the trip/outing. In the event that the camera is lost, this must be reported immediately and the parents will be informed when they collect their child.

All children must be provided with adequate clothing, and wear a high-visibility jacket



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All adults must be provided with a list of children attending the trip and the specific group that they are in charge of. The list must also contain any specific details relating to those children (medical/diet etc)

A regular head count should be conducted and recorded throughout the trip/outing. All policies and procedures should be adhered to whilst on the trip/outing. A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager.

All the below items are needed when taking children of the nursery on the trip. It is the named practitioners responsibility to ensure all the below items are accounted for.

Check list

- Ensure all children going have parental permission - check last update
- Emergency contact information of all children - check last update
- Staffing ratios are maintained at the same level as in the nursery
- Read the copy of a completed risk assessment for the visit
- Paediatric First aider: Name: and first aid kit
- Route planned and Manager informed (see key route maps)
- Nursery Mobile Phone
- Going out bag - checked and take
- Money (if required)
- Take any child with a care plan:.....and medication.
- Take any staff with a care plan:.....and medication.

All children must have:

- Change of clothes and nappies and wipes if needed
- Sun hat & Sun Cream on (if needed)
- Coat/warm clothes (if needed)
- Suitable footwear
- Drinks bottles/water
- High Visibility Jackets

Trip Name:.....

Trip Date:


Trip time out and when due back by:.....

Name of all children on outing:.....

Name of all Staff on outing:.....

Group Leader name and sign:.....

Manager name and signed:.....

This policy was last updated	Signed on behalf of the nursery	Date for review
May 2024		May 2025

