Blanchelande College

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Nursery Outings Policy

Policy Statement

The nursery recognises the importance of outings and visits in supporting children's learning, development, confidence, and understanding of the world. Outings provide valuable opportunities for children to explore new environments and experiences while remaining safe, supported, and appropriately supervised.

The nursery is committed to ensuring that all outings are carefully planned, risk assessed, and carried out in line with safeguarding, health and safety, and child protection procedures.

Planning and Risk Assessment

All outings will be planned in advance by staff and will include:

- A suitable risk assessment to identify and minimise potential hazards.
- Consideration of children's ages, abilities, additional needs, and individual requirements.
- Appropriate staffing levels and supervision arrangements.
- Safe travel arrangements where required.
- Consideration of weather conditions, accessibility, and emergency procedures.

Risk assessments will be reviewed and updated as necessary.

Parental Consent

Written parental/carer consent is gained on the child data forms.

Before a trip Parents/carers will be provided with relevant information, including:

- Location and purpose of the outing.
- Date and times of departure and return.
- Transport arrangements.
- Clothing, food, or equipment required.
- Any other relevant details.

Staffing and Supervision

Children will be supervised at all times by members of staff.

Staff will:

- Maintain appropriate supervision throughout the outing.
- Carry out regular headcounts and register checks.
- Ensure children understand safety expectations.

- Support children's individual needs.
- Ensure a designated person is responsible for overseeing the outing.

Safeguarding and Child Protection

Children's safety and wellbeing remain the priority during all outings.

Staff will:

- Follow nursery safeguarding procedures.
- Ensure children are never left unattended.
- Monitor children's wellbeing throughout the outing.
- Follow procedures for accidents, incidents, or missing children.
- Report any concerns in line with nursery safeguarding requirements.

Transport

Where transport is required, the nursery will ensure:

- Suitable and safe transport arrangements are in place.
- Children are safely supervised during travel.
- Appropriate safety restraints are used where required.
- Registers are checked before departure and arrival.

Medical Needs and Equipment

Staff will ensure that children's medical needs, allergies, dietary requirements, and additional support needs are considered before outings take place. Any required medication, emergency care plans, first aid equipment, and emergency contact information will be available.

Emergency Procedures

In the event of an emergency, staff will:

- Prioritise children's safety.
- Contact emergency services if required.
- Inform the nursery manager.
- Contact parents/carers where appropriate.
- Complete relevant records and incident reports.

Missing Child Procedure

If a child becomes separated from the group, staff will follow the Nursery missing chold policy.

Behaviour Expectations

Children will be supported to behave safely and respectfully during outings. Staff will encourage children to:

- Stay with the group.
- Follow safety instructions.

- Respect others and the environment.
- Take part positively in activities.

Positive behaviour strategies will be used in line with the nursery's positive behaviour policy.