

EYFS: 3.25, 3.65, 3.66, 3.67

At Early Days Nursery School, we offer children a range of local outings including 5 permitted walks off the premises for different aged children. We believe that planned walks complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. Pre-school children also have the opportunity to visit the woodland classroom, the church and events at Braziers Park like apple pressing, that support our themed curriculum and provide community links.

Procedures

Visits and outings are carefully planned, using the following guidelines:

- All our permitted walks have been thoroughly risk assessed and staff members on the walks are constantly vigilant for any changes or hazards which are reported to the group leader who will carry out a dynamic risk assessment and monitor controls during the walk.
- Written permission will always be obtained from parents before taking children out. Permission for local walks is requested on our registration form.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate.
- The senior member of staff will be the designated outing leader, they will take the lead in the event of any emergencies/incidents (**see Lost Child Procedure from Outings Policy**).
- A fully stocked First Aid kit will always be taken on all outings along with any special medication or equipment required.
- A list of children is taken.
- We always have one member of staff at the front of the group and one at the back with the children in between.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts have been thought through and certain places on the walks are designated head count spots.
- Children and staff wear suitable clothing for the weather e.g. wellington boots, waterproof trousers, warm clothes, sun hats.
- All staff and children will be easily visible wearing the nursery high visibility vests with the nursery named and contact number on the back.
- On local walks a walkie talkie is taken enabling contact with the nursery and the nursery is able to contact any parents if needed.
- A fully charged nursery mobile phone will be taken as a means of emergency contact on walks/visits that are further afield. Again, staff are able to contact the nursery. (*Staff are reminded of the mobile phone policy and asked to leave personal phones at the setting*).

- A member of staff has a whistle to use as a way of getting the children’s attention and bringing them back together as a group. The children practice stopping when they hear the whistle and then returning to their practitioner.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Risk assessments

The full risk assessments for all our permitted walks are found in the office and are available for parents on request.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

We will contact all parents to let them know everything is ok as soon as it is safe to do so.

Ofsted will be contacted and informed of any incidents.

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

This policy was adopted on	Signed on behalf of the nursery	Date for review
31 st October 2024	Gina Chamberlain and Tracey Webb	October 2025