

Visits and outings policy

Little Paws nursery are enthusiastic is using our local area to extend our children's knowledge and learning and will be having regular visits to the local shops and parks.

Each area we visit will have a risk assessment completed, looking for obstacles making a route suitable or not, finding risks and ways to make them safe.

Our outings ratios will be higher than our in nursery ratios, normally 1:2 and we would like to involve parents in supporting this. At least one member of staff will hold a paediatric first aid certificate.

When on an outing children will wear hi-visibility jackets and will use either a walking rope or walk holding a member of staff hands. First aid kits, medicines, emergency contacts and a mobile phone will be taken on each trip with a register of children and staff left with the manager alongside an expected return time.

Regular head counts will be performed whilst on outings, in the unlikely event of a child going missing during an outing staff will ensure the remaining children are kept safe and secure whilst staff make a search of the immediate area, if appropriate on site security will be informed with a description of the child given. In the event of the child not being found staff will phone the police and then inform the manager at the nursery who will then inform the child's parents / carer. Staff from the nursery will be sent to assist the return of the other children with one member staying to search for the child and meet the police and parents when they arrive. The registered person will inform Ofsted of any serious incidents.

A full investigation will be carried out by the manager.

Signedmanager / carer

Date September 2015

Review date September 2016