



## OUTINGS POLICY

As part of our framework we like to take the children that attend on Tuesday/Thursday for local walks and visits. We also organise a whole group outing once a year.

St. Peter's policy with regard to our whole group outing is that a parent, carer or suitable adult **must** accompany their child during the whole visit, and therefore take full responsibility for the safety of their own child during the visit. If your child is being accompanied by someone other than their usual carer, we ask that you let the nursery know the name of the person, this information will then be logged on the register for the outing.

All our group outings will be at a close location, therefore we ask parents/carers to arrange their own transport to the destination. Nursery staff cannot provide transport for any children or parents/carers.

A letter will be sent to prior to the outing informing parents/carers of the location of the trip and any cost involved. The letter will come with a reply slip so that we have a record of who will be attending. This information will then be made into a register for the day. The letter will also advise of any equipment that may be needed for the day, ie: wellies, packed lunch.

We will visit the location for the outing prior to the visit, to assess suitability for nursery age children and to carry out a risk assessment. We will ask the location to supply a copy of their Health & Safety policy for our records.

At nursery we do like to go on spontaneous walks with our older children (children that attend nursery 5 days a week - 3-4 year olds) to the river, library or to look around the local area. We will inform parents/carers on the morning of the outing that we will be doing this. Depending on the size of the group parents/carers may

be asked to accompany us on these walks. Our ratios for these walks are 1:4 (one adult to four children). Children are told the importance of staying with the designated adult and the importance of holding hands during the whole trip. A risk assessment of the outing will be carried out before the children leave the building.

During all outings the first aid bag and mobile phone will be taken. All St. Peter's Nursery staff have first aid training.

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This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on 2014.

A rectangular box containing a handwritten signature in cursive script, which appears to read 'C. Wilson'.

Signed on behalf of the Management Committee by Catherine Wilson, Chair of the Management Committee