



## OUTINGS POLICY

Toptotz Day Nursery will make every effort to arrange trips for the children which will develop their knowledge and understanding and will also involve the parents/guardians.

Risk assessments are carried out on all venues to ensure the place/area is safe and suitable for the children. For local visits we require parental consent when the child starts Nursery. However, for a full day trip we will require parental consent nearer the date.

### **Important points to remember when taking children out on visits:**

- If possible, prior to our visit, a member of staff will visit the proposed establishment to ensure suitability.
- Supply information to parents in advance of a trip and also display the information on the notice board.
- Send information to all parents regarding the trip advising them of place, times and cost (if appropriate). Parents will be asked to sign an additional consent form.
- Ask parents to provide suitable clothing according to the weather and activity i.e. willies, raincoats, sun hat, sun cream etc.
- We will endeavour to keep the staff child ratio maximum.
- Ensure a register is taken on departure and return.
- Should a problem occur whilst on an outing, staff must phone the Nursery immediately, and the Manager will decide what action is to be taken.
- A designated staff member must take a mobile phone with them in case of emergency.
- When going out staff must remember to take first aid kit.

- If at any time a child goes missing we will follow the procedures from the missing child policy.

When visiting Farms or Animal Parks, we will ensure the children treat the animals with respect and consideration;

- To approach and handle animals quietly and gently.
- Wash hands thoroughly after any contact with animals.