



## Visits & Outings Policy

### Policy Statement

Bright Eyes Childcare Ltd believe it is important to take children on outings to support their development and to learn about the world around them. It is essential that proper planning is done to ensure the safety and welfare of all children involved.

When planning visits and outings the following procedures are in place:

- We ask for written parental permission for all routine and special outings. Bright Eyes inform parents of any planned special trips for example to the beach, museums or a local attraction. Children are unable to attend the outing unless the following information is provided;
  - ❖ Child's full name & DOB
  - ❖ Emergency contact & phone number for that day
  - ❖ Any allergies or medication
  - ❖ Doctor's surgery contact details
  
- Risk assessments are completed for each place that we choose to take the children and where possible, a pre-site visit beforehand to ensure that the setting is safe and suitable for the children. This also allows us to assess what facilities are there (nappy changing, toilets etc), how we are going to get the children to and from the location safely and how we will manage them when we are there. Where possible a copy of the site's own risk assessment is obtained to be shown to staff.
  
- We ensure that we take everything with us that we may need, for example;
  - ❖ Child permission forms with emergency contacts and register
  - ❖ Mobile phone to contact the setting or parents in an emergency
  - ❖ Copies of risk assessments and relevant policies
  - ❖ A first aid kit including sun cream, thermometer, calpol and piriton for emergencies
  - ❖ Portable handwashing station for maintaining hygiene standards where possible
  - ❖ Nappies, potty and changing bag with consumables
  - ❖ Medication
  - ❖ Spare clothes for each child (including weather appropriate items e.g. sun hats)
  - ❖ Drinks, packed lunches and snacks
  
- We will ensure that we have the necessary equipment and resources to keep them safe including pushchairs, slings for babies, walking loops, hand rings and harnesses. Parents are welcome to bring their own for their child should they wish but this must be labelled with the child's full name.
  
- A wrist band is applied to every child's wrist or ankle with the settings contact details and the mobile phone number of the mobile phone taken on the trip. In the event of a child getting lost, this will provide a method of contact to reunite with the group and a copy of this band will be given to the site of the visit where possible so



they know what to look for if a child is lost.

- If transport is needed, we travel by coach with a reputable coach hire company. We will ensure each child is securely strapped into their seat with a lap belt and children under 2 are sat on practitioner's laps. Staff will be suitably positioned during the journey so that children are carefully watched and the maximum number of passengers for the coach is never exceeded. We will also do a safety check before departing, checking door locks, windows and lap belts. We will obtain a risk assessment from the coach company regarding transport of under 5's.
- An appointed manager will be designated as a Trip Leader and will be counted out of ratio to ensure the safety of the whole group. Trip Lead is responsible for all children and staff when on outings to include child role calls at regular intervals, supporting dealing with accidents/incidences on trips and dealing with any missing children. Key workers are assigned to individual children to be under their direct supervision during the trip and they are responsible for reporting any missing children from their sub group at any time to the Trip Lead. We will never leave your child unattended when on an outing and they will always be supervised in an elevated ratio as follows;

Age Group	Ratio in setting (Adult: Child)	Ratio on Visits/Outings (Adult: Child)
Babies (0-2 years)	1:3	1:2
Toddlers (2-3 years)	1:4	1:3
Preschool (3-5 years)	1:8	1:5

- We endeavour to organise outings to fit in with the interests of the children and try to take full advantage of any suitable community events. We will also try to plan outings suitably around weather forecasts and seasonal changes.

All outings and visits are planned in advance and parents are notified of any outings. Permissions for trips are highlighted within this policy above but also in the child registration form. Outings are optional and parents reserve the right to choose to keep their child in the setting, where appropriate key workers will be available to care for your child within the setting.

Date of Policy: August 2019 Reviewed October 2019  
Signed by: Nursery Manager