**Outings & Trips Policy**

**Purpose of Policy**

At Rainbow Nursery we feel it is important to provide opportunities for children to take part in outings so they can further develop their knowledge and to ensure every child has access to the same opportunities in life. Local trips can include trips on foot, i.e. visits to the local park, the library, local markets, and other places of interest.

**Local Outings**

The following procedures must be followed prior to an outing:

* A full outings risk assessment must be completed.
* Written permission from all parents/carers is obtained prior to the outing.
* Staff should fully complete an outings form and inform nursery manager before leaving the setting.
* Staffing ratios must be maintained and adhered to at all times – please see Risk Assessment for Local Outings.
* Babies and younger children will go in buggies and older children will walk in pairs. Wrist restraints can be used if needed.
* All children contact/emergency contact information must be taken on the trip
* At least 1 first aider must be present and have a suitable, complete first aid box with them.
* Any child who has a health care plan must have their health care plan documents, along with any medication/asthma pump/Epi-pen if needed.
* A member of staff must have a mobile phone which must be fully charged in the case of emergencies.
* At no time whilst on an outing must a member of staff use their mobile phone to make or receive a personal phone calls or messages.
* Staff should ensure that they have all the correct resources and equipment for the outing (i.e. toilet & tent, first aid kit, medication, spare clothes etc.)

**Larger Outings & Trips**

For larger trips further away, a specific risk assessment must be carried out and additional parental consent is required. On these outings, staff must be supported by a member of the management team (i.e. nursery manager or deputy).

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*