

VISITS AND OUTINGS POLICY AND PROCEDURE

As part of our curriculum Nutkins undertakes impromptu outings as the weather permits. The children are taken for walks and visits within the local community. Permission is sought for your child to be included in such outings via the signed registration form.

A risk assessment will be completed prior to any trip taking place.

When taking the children on such trips the staff members will:

- Divide the children into small groups.
- Ensure the ratio for staff to children depends on the developmental ages of the children; three year olds will have a one to two, four year olds one to four so long as there are more than two adults present.
- Take a register with them, and accident & incident book.
- Take details of allergies or specific dietary requirements.
- Take care,
- Take each individual child's medication as required.
- Take a first aid kit.
- Take mobile telephone and contact numbers; mobile phones with cameras will not be used for the taking of photographs.
- To ensure awareness of photographic exemptions.
- To ensure all parent helpers have read the appropriate requirements for their support.
- Take anything else deemed necessary for the comfort of the children going on the trip.
- Give you advance notice whenever possible.
- Advise you of the date, time and place of the visit (when ever possible)
- Advise you on the equipment needed for the trip e.g. packed lunch etc. - parental help/involvement may be sought.

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by