

41. Outings

At Playstation, we fully appreciate the benefits of regular excursions and outings to increase the range of experiences available to the children in our care.

These may include: trips on foot, e.g. visits to the park, the library, local markets and places of interest, or organised outings to animal parks, museums or nature/wildlife areas.

Before any party leaves for the outings the staff will ensure that all the children participating on the outing have parental consent to attend by way of a signature.

Written permission from parents/carers is obtained for outings when a child first joins the nursery.  
Staffing ratios must be maintained at the same level as in force in the nursery, additional staff/volunteers will accompany the outing when available to increase the ratio.  
A first aider must be present and a suitable first aid kit must be taken.  
Information regarding children’s contact numbers, allergies etc. must be also be taken.  
The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing.  
Supply of nappies and wipes should be taken and it should be established prior to the outing that there will be facilities to cater for changing children.  
Drinks must be provided at similar times to those in the nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.

**Risk assessment;**  
A comprehensive risk assessment is carried out by the managers before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

* What are the hazards?
* Who might be affected by them?
* What safety measures are needed to reduce risks to an acceptable level?
* Can the group leader put the safety measures in place?
* What steps will be taken in an emergency?

The risk assessment for outings can be found on the wall in the craft room.

A designated staff member must be identified to be in charge of the nursery mobile phone, which must be taken on any outing outside of nursery.

Rules of use of the nursery mobile phone:

* It should only be used when adequate supervision of the children is in place to allow the practitioner to use it.
* It should only be used for important calls or emergencies.
* Staff members may take this phone to take pictures of the children on the outing or alternatively use their ipads.
* The staff member in charge of the mobile phone must be the most senior or qualified member of staff on the outing.
* The phone must be returned to the manager immediately on return from the trip.
* If the nursery base phone has been put on divert, it must not be diverted to this mobile phone it must be diverted to a senior member of the team who is not on the outing who can deal with the call. This is to prevent the members of staff on the trip from having to answer unnecessary calls when on the outing.

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| Signature | Review date |
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