Tots 2 Toddlers

Off Site Visits

Intent of Policy:

Tots 2 Toddlers knows the value of off-site visits to young children. It is crucial that children can attend these visits safely.

Implementation of Policy:

* For any activities taking place off the nursery site a specific risk assessment will be undertaken by the lead member of staff attending the visit.
* The risk assessment will identify any risks to children and staff and the control measures implemented.
* If there are found to be major risks then the children will not visit.
* Risk assessments will be reviewed every six months or sooner if changes to the destination have been made.
* Staff are responsible to assessing risks once they have arrived at the destination, if any risks that are found that cannot be resolved / removed the children and staff will return to the nursery.
* To ensure safety of children when outside the Nursery the children will be provided with:
* Nursery name and number
* Pushchairs if necessary
* The ratio will be half the standard ratio i.e. pre-school 1:8, for off site visits 1:4.
* All members of staff are suitably trained to deal with the children and that at least 50% of the staff on trips are qualified and first aid trained.
* It is also our policy that at least one member of staff will have a mobile phone on them in case of any emergencies, carry a first aid box and any medication the children may require.
* Only children whose parents have signed the register/consent form will ever be taken on trips.
* The manager and a witness MUST sign the register/consent form to ensure the correct children and the correct amount children are present.
* Snacks and refreshments will be provided as required by the nursery taking into account any allergies etc.

Visits to the nursery’s surrounding park -

* Previous permission has been sought from parents in their All About Me booklet, however parents will still be informed.
* A risk assessment will be undertaken prior to the visit and a headcount form completed. This will be signed out and in by the Manager.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |

* The children will still wear their high visibility jackets, which display the nursery’s phone number.