



Trips and Outings Policy

Visits are made from our nursery for a wide variety of purposes. The purpose of this policy and accompanying information is to ensure that every trip made from Creative Stars combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the EYFS and in personal and social development.

Aims

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken
- To set out a series of steps to be followed when planning a trip
- To ensure that all trips are of the maximum benefit to children's education in all aspects.

Objectives

- To develop the child's knowledge, skills and understanding of the wider world outside of nursery and home.
- To emphasise links between various areas of the curriculum and to put into practice skills learnt in the setting.
- To ensure that children learn the importance of considering the feelings and needs of others.

Leadership and Management

Staff are responsible for preliminary planning of trips and any plans must be discussed with the Manager at least two weeks in advance. This includes:

- Letters to parents being distributed two weeks in advance after being proofread by the Manager, explaining the learning intention of the trip and asking for parental consent.
- All the necessary forms being completed two weeks in advance, such as risk assessment, medical needs etc

Equal Opportunities

All trips will, wherever possible, be accessible to all children, enabling them to gain confidence, acquire skills and build positive experiences.

Special Educational Needs

Educational visits should fulfil the needs of all children. Children with Educational Healthcare Plans may need additional supervision or support whilst on a visit and this will be provided if possible.

Guidelines for planning an Educational Visit

1. Identify the educational aims and objectives of the visit at an early stage. When travelling to a distant location the question should always be asked whether the same objectives might be achieved more simply and cheaply closer to home.
2. Regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the children. Staffing levels stipulated are minimum levels.

Child to staff ratio for all children: Max 1:3 preferable 1:2 children.



At least two paediatric qualified first aider must accompany a trip.

3. Visit the venue and complete a Risk Assessment form. This is an essential requirement
4. Check that the proposed date does not clash with anything else, then enter the date on the nursery calendar.
5. Allow a period of at least 2 weeks to inform parents in writing of visit details, requested contributions and links with the EYFS.
6. Parental consent should be obtained at least two weeks before the trip so that the financial viability of the trip can be ascertained. Money should be handed to the office at least one week before the trip. Parents/Carers accompanying must ensure that appropriate clothing and footwear is worn.
7. The appropriate Risk Assessment form must be completed.
8. Special medical requirements of the children should be known and catered for. Check that First Aid provision is ready and available. First Aid equipment, 'sick buckets', refuse bags, etc will need to be available.
9. All adults accompanying the party, whether staff, parents or other adults, must be made fully aware of the purpose and itinerary of the trip and of their own area of responsibility. Each helper should have the contact number of the nursery and a list of the children in their group. A short preliminary meeting should take place to inform parents of these issues and to address any other concerns.

Guidelines for Conducting a Visit

1. Conduct of children on a coach

The staff should ensure that, wherever possible, access to a coach should be directly from the pavement. Children should wear seatbelts whenever the coach is moving. Whilst travelling in a coach children should behave in a sensible and controlled manner.

2. Leading a party on a train

Stand back from the platform

- All children should stand with their group leader
- Don't get on the train until everyone is ready
- One adult should board the train first followed by the children. The group leader should be the last to board the train and only release the door once everyone is aboard
- Stand on the right on escalators
- Children must be aware of what to do if they are left alone on a platform, or if they are on a train and separated from the party

3. Visits to the toilet:

Children are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside.

4. Walking:

Children must walk along the pavement, towards the inside, with adults on the outside keeping the children away from traffic. There must also be one adult leading at the front, one in the middle and another following at the rear.

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