**OUTINGS POLICY**

As part of children’s settling in sessions at Amberley a practitioner (where possible their keyperson) will ask the child’s parent or carer if they can attend outings, the parent/carer’s decision will be recorded onto the child’s All About Me form.

Prior to leaving the building practitioners will complete the outings book and take a photograph of each child on the nursery mobile phone, which they will take with them. In the event that a child went missing whilst on an outing this photograph can be messaged/emailed to the police to enable them to better help search for the child. All adults who are supporting the children within a trip are to have been shown any relevant risk assessments, as well as the ‘Student Placements and Volunteers Policy’ by the practitioners working in that group. The outings bag is to be checked before leaving and is to always be taken, this contains a first aid kit and accident forms; a first aider must always go on a trip. If only one member of staff is on the trip, then emergency contact details for the nursery must be clearly visible to others.

We recognise that the ratios of adults to children will vary depending upon the age of the children, their own development and abilities, where the outing is to, as well as the experience of the adults attending. Practitioners are to use their own judgement to ensure the ratios are safe, however they are never to exceed 1:4.

All practitioners attending are to be responsible for knowing how many children have left the setting; headcounts are to be carried out at regular intervals.

Risk assessments are completed on outings, and regularly reviewed by Jessica Hammond, who has responsibility for Health and Safety.

Policy revised December 2018 Lisa Gray