**OUTINGS POLICY**

As part of the registration process, parents give or decline permission for children to be taken on outings in the local community. This is discussed again at the child’s initial settling in session 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 goes 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, e.g. tied to a bag strap.

We recognise that the ratios of adults to children will vary depending upon the age of the children, their development and abilities, the destination and route, 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.

Policy reviewed November 2021 Lisa Gray