



## *Holland Park Pre-Prep and Nursery*

### **Visits and Outings Policy and Procedure**

HPPN is committed to the safety and wellbeing of all children whilst on the premises and on our organised outings. In accordance with the National Standards Safety Regulations, educational visits are carefully planned, with a member of staff visiting the venue in advance, if possible.

On enrolling with us parents are requested to sign a form consenting to their child being taken on suitably organised trips. This can be found in the child's file. Parents will be given notice in advance. There will be times when we take the children on last minute outings e.g. local park or market. On these occasions, parents will not be informed. However, this is only if they have given consent for this.

Details of outings should be communicated to a member of the Senior Leadership Team. The details should include the person named as designated leader, names of children and adults leaving the premises, destination, approximate time of leaving and time of return, method of transport (walking, school minibus etc.) and contact mobile numbers.

The correct adult-child ratio is always adhered to. It is important to consider transportation, length of time you may be away from the setting, location of where you are going and the age group of the children. 'Higher risk' trips such as those near water require a higher staff ratio. See also the Transportation Policy.

A qualified First Aider must be present at every outing, even if this is just a short walk. If a child has an accident, the staff will assess each case and make the appropriate contacts, which are calling the emergency services if required, the parents and the office. First Aid will be administered where appropriate. A First Aid Kit, school telephone and list of emergency telephone numbers will be taken on each trip. Staff must understand the procedure to follow in the event of a child being lost (see Lost Child Procedure).

On outings that involve going in the minibus HPPN will only allow children to sit in the front if this has been agreed on the consent form. If using minibuses or coaches, they must be fitted with the age appropriate child restraints. The minibus driver and at least 2 other members of staff will accompany the children in the minibus. In cases where there is already 1 staff member at the destination, only 1 staff member needs to travel in the minibus in addition to the minibus driver. Staff will count the number of children each time children go in/out of the minibus.

#### **The procedure for outings is as follows:**

- An outings form must be completed with a copy given to management.
- If there are a larger group of children going out on an outing they should be split into smaller groups with an allocated teacher responsible.
- Regular registers and headcounts must be taken throughout the outing as a way of checking the children. This includes: getting on and off transport, at the destination and back at nursery.
- All children and adults must wear fluorescent jackets with the school logo.



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- When walking near a road child should always hold hands. If there is only one child, the child should walk on the inside of the adult. If taking out two children, there should be one child either side of the adult. When there are more than 2 children, an adult should be at the front, children should follow in pairs with the second adult following at the rear.
- When crossing roads staff should always follow the Green Cross Code and encourage the children to do the same. As appropriate, staff should use this as a learning opportunity to talk to children about road safety. Staff should always use a pedestrian crossing if one is available. Never take a risk, always wait.
- All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip.
- All medical needs must be adhered to during the trip/outing and all medication taken and managed by the person in charge of the children with any medical condition.
- Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing, and intimate care procedures must always be followed.
- A staff member must inform the senior staff member if they for any reason need to leave the main group.
- Records of insurance are held in the school office.
- HPPN is a member of vehicle recovery services. In the event of vehicle breakdown children and staff will be returned to HPPN as soon as possible. The staff in the broken down vehicle will inform a member of the office staff who will inform parents/carers of the breakdown and time delay.

**Date:** September 2021  
**Reviewed by:** Danny Webb  
**Date of next review:** September 2022