



Outings

Introduction:

BCoT Nursery believes that outings supplement and enrich the curriculum of the nursery by providing experiences for the children, which would otherwise be impossible to give. This policy represents the agreed principles for nursery outings. Outings are activities arranged by or on behalf of the Nursery, and which take place outside the Nursery grounds including the rest of the college site. All off-site activities must serve an educational purpose, enhancing and enriching the children's learning experiences.

The BCoT Nursery enjoys taking the children to various locations to broaden their knowledge of the world around them and to have fun while learning.

Procedures:

- At all times BCoT Nursery aims to maintain a high standard of behaviour, therefore, the Nursery reserves the right to refuse involvement in an outing to a child whose behaviour may cause a health and safety risk.
- Staff will ensure that all Health and Safety regulations specified for a particular activity are followed.
- Staff will ensure that the children will observe all rules and regulations laid down by host institutions, (e.g. library, sites visited etc).
- The Nursery reserve the right to ask for a parent or known relative of a child with identified additional needs to accompany them so that they do not miss out on valuable experiences and have safe supervision at all times.

The Nursery staff will:

- Complete an outing form.
- Ensure that the member of staff in charge of the activity has a Level 3 or above qualification.
- Ensure at least two members of staff attend an outing.
- At least one member of staff going on the outing will hold an up to date Paediatric First Aid Certificate.
- Check that each child has a signed permission slip to leave the nursery.
- Ensure children are suitably dressed.

- Ensure every child who needs it, is in a buggy or is on reins.
- Ensure that children who are keen to walk have an appropriate adult's hand to hold at all times or use a walking rope.
- Take a first aid kit, change of clothing and mobile phone. Where possible the Nursery mobile phone will be taken, if this is not possible then a staff member will take their own phone and a member of management will check the phone on return to ensure it has not been used to take photographs of the children.

Additional college documentation may be required for specific off-site activities.

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