



Outings Policy

Windsor Kindergarten believes that visits and outings play an important and enriching role in the range of activities that we provide for children. Our primary aim is to make good use of the local environment, and this is where the great majority of our outings/trips take place. Before children may be taken out on an outing/trip it is required that parents give their consent (included in the Registration Form and Permission form). Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be allowed to participate, and provision will be made for them.

When leaving the premises on such an outing our ratio of adults to children becomes one adult to two children. To enable this to happen we ask for parental volunteers via our weekly newsletter. To help parents understand what is expected on a trip we give each family a copy of our 'Golden Rules for Outings' sheet and ask that they read it before an outing takes place.

During our outings the safety of children remains paramount. Prior to a visit, the member of the team leading the trip will carry out a risk assessment of the proposed destination and route. A copy of this form will be stored in the Risk Assessment for Outings File. The Manager will ensure that the individual key person taking charge of the outing has carried out a thorough risk assessment prior to the proposed visit or outing.

We will make every effort to involve children in planning of a visit or outing. Team members will explain to children and helpers the aims and objectives of the event, along with what is expected of them in terms of their behavior and contribution.

During visits and outings

A qualified first aider will accompany every trip, taking a full first aid kit, a nursery mobile phone, and list of emergency contact numbers.

A list will be made of all children on the trip and the parent/team member that they have been assigned to. A copy of this list along with relevant mobile phone numbers will be left with any members of the team left on duty at the nursery premises.

On visits or outings, the adult to child ratio will be adhered to. Children will remain under close supervision at all times. Additionally, regular head counts will be taken by a team member.

Occasionally the children participate in a whole nursery outing further afield. All children, irrespective of their days are invited to attend. These are viewed as family outings and children come along with their parents/guardians and are their responsibility.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

September 2017

Date to be reviewed -

September 2018

Name of signatory -

Tanya Webber