



## **OUTINGS POLICY**

Brockham Green Nursery ensures that all walks and outings are conducted with the highest regard to safety. We understand the importance these and other suitable activities which benefit the children and enhance their learning.

- Parents are asked to sign a form giving permission for nursery staff to take their children on local walks.
- When outings are being arranged parents will be given a letter with the relevant information in advance and asked to sign a form giving permission for their child to go on the outing.
- We ensure that the adult to child ratio is correct, taking into account the nature of the outing.
- A risk assessment would be carried out prior to each specific outing.
- The Supervisor will carry out the necessary risk assessments.
- On all walks and outings the evacuation bag is taken containing contact details, door register, nursery mobile and first aid kit.
- All the different needs of the children are catered for on walks and outings, including children with disabilities and cultural requirements.
- Children line up in twos holding hands, walking in a line with a member of staff at the front, one member of staff at the back and other staff positioned along the line keeping the children safe.
- Accidents and incidents will be recorded in the accident and incident file upon return to nursery. The risk assessment will be reviewed and amended if necessary.
- Staff will do a head count before leaving for walk/outing, during the walk/outing and upon return to nursery.

### **Useful resources and websites**

Health Protection Agency: [www.hpa.org.uk](http://www.hpa.org.uk)

Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

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