Fledgling Day Nursery

**Off-site Visits Policy**

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

1. **Introduction**

Off-site visits are activities which take place outside of the school/setting.

**2 Aims and objectives**

The aim of this policy is to provide a clear and coherent structure for the planning and evaluation of off-site visits.

The objective of this policy is to ensure that there is a consistent approach to off-site visits and that any risks are managed and kept to a minimum for the health and safety of all children at all times.

**3** **Off-site visits**

We acknowledge the immense value and many benefits of off-site visits and we are committed to supporting such visits and activities. Children can gain great benefits from visiting suitable sites/venues including zoos, museums and parks.

**3.1** Off-site visits are always risk-assessed in advance and ratios of children to staff carefully considered.

**3.2** The nature of the place to be visited is always appropriately researched. Ideally, the site will be visited by a member of staff prior to the trip taking place.

**3.3** We believe that off-site visits enhance and enrich the learning opportunities of our children, as well as helping to develop children’s self-esteem and raise levels of achievement.

**3.4** We seek to make our visits available to all children and wherever possible make them accessible to those with disabilities.

**3.5** Off-site visits are planned to:

* enhance curricular and recreational opportunities for children;
* provide a wider range of experiences for children than could be provided within the school/setting alone;
* promote the independence of children as learners, and enable them to grow and develop in new learning environments.

**3.6** We provide guidance to staff as to what should be undertaken prior to off-site visits.

**3.7** Permission from parents/carers will always be obtained before taking children off-site and prior to the trip taking place.

**3.8** If off-site visits incur any costs, parents/carers normally fund these visits. Parents/carers will be given advance warning of any payments that they may be required to make.

**3.9** Risk assessments will be carried out prior to the visit. Parents/carers will be asked to sign a consent form in advance of such off-site visits.

**3.10** Off-site visits will be carefully planned and the following guidelines adhered to, whatever the length or destination of the visit:

* staff/child ratios are appropriate for the age and range of children;
* at least one member of staff will hold a valid and current paediatric first aid certificate;
* a fully stocked first aid box will always be taken on all off-site visits along with any special medication or equipment required;
* a completed trip register together with all emergency parent/carer and staff contact numbers will be taken on all off-site visits;
* regular headcounts will be carried out throughout the off-site visit;
* children will be easily identified by staff when on a trip by the use of a school/setting uniform;
* a fully charged mobile phone will be taken as a means of emergency contact;
* in the event of an accident, staff will assess the situation, and if required, the group will return to school/setting immediately. Parents/carers will then be contacted to collect their child. In the event of a serious accident, an ambulance will be called to the scene, as well as parents/carers being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the school/setting;
* a pre-visit checklist and risk assessment, identifying any potential hazards, will always be carried out before the off-site visit. We also try to visit the venue prior to any trips. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

**4 Risk assessment**

A comprehensive risk assessment is carried out before the proposed visit.

**4.1** This assesses the risks which might be encountered on the visit, and indicates measures to prevent or reduce them.

**4.2** It will be made available for parents/carers and will include details of:

* the name of the designated person in charge (the off-site visit leader);
* the name of the place where the visit will take place;
* the estimated time of departure and return;
* the number of children, age range of children, the ratio of staff to children, children’s individual needs and the group size;
* equipment needed for the visit e.g. first aid kit, inhalers, Epi-pens if needed, mobile phone, coats, rucksack, packed lunch;
* staff contact numbers;
* method of transportation and travel arrangements (including the route);
* financial arrangements;
* emergency procedures;
* any hazards there may be on the trip and who may be affected e.g. if the children have to cross to a main road;
* safety measures in place to reduce such risks to an acceptable level;
* the name of the designated first aider and the first aid provision.

**5 Use of vehicles for outings**

Parents will be informed in advance of any off-site visits involving the transportation of children from the school/setting.

**5.1** Transport arrangements are always carefully planned to ensure the safety of the children. Where necessary additional help will be recruited; this is particularly important with regards to children with disabilities or special educational needs.

**5.2** All the vehicles we use are properly licensed, inspected and maintained.

**5.3** All the vehicles we use are fitted to the supplier’s instructions with adequate numbers of safety restraints appropriate to the age/weight of the children carried. Any mini-buses or coaches are fitted with seat belts.

**5.4** When we use a mini-bus any driver will hold a relevant driving licence

**5.5** When children are being transported, there will always be at least a suitable level of adults in the vehicle, excluding the driver.

**5.6** When using transport on an off-site visit, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked.

**5.7** If a vehicle is required for an off-site visit, we will ensure that:

* seat belts, child seats and booster seats are used;
* the maximum seating is not exceeded;
* no child is left in a vehicle unattended;
* care is taken when getting into or out of a vehicle;
* the Lost or missing child policy is followed in the event of a child going missing;
* any incidents are recorded in writing and ISI and Ofsted are contacted and informed of any incidents.

**6 Lost or missing child procedures during off-site visits**  
Staff are required to follow the school/setting’s policies and procedures at all times. If the requirements of these are being observed, the likelihood of a child being lost or missing is minimal. All staff will work cooperatively and plan carefully to ensure no child is ever out of sight.

**6.1** Very occasionally a child may become separated from the group or lost during an off-site visit.

**6.2** If it is realised that a child is no longer with the group, staff will carefully search the surrounding area without leaving the group. If the child cannot be found then the Head teacher/ manager will be contacted, who will contact the parents/carers immediately.

**6.3** If necessary, the police will be informed and all the children will be returned to the school/setting. We will then complete an incident report and contact and inform ISI and Ofsted.

**6.4** More detailed information and procedures can be found in the Lost or missing child policy.

**7 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**