

EMMANUEL CHURCH NURSERY SCHOOL

TRIPS AND VISITS POLICY

Before deciding on an outing, parents will be consulted and venues will be vetted and, if possible, visited by the nursery leader / deputy to establish their suitability and to gather the following information, including carrying out a risk assessment:

- Brochure of place being visited
- General layout
- Parking and toilet facilities
- Picnic area / eating arrangements
- Telephone location
- Designation of appropriate meeting place
- Time and place to meet at beginning and end of visit

Parents will receive written information regarding any proposed outing, well in advance, to ensure that all children will have access to the activity. Once the outing is decided upon, parents will receive the following information:

- Destination
- Day and date and time of departure
- Anticipated finish time
- How children will be travelling ie. Minibus or coach
- Activities to be undertaken
- What children will need to take with them eg. Packed lunch, suitable clothing
- Parents will be required to sign consent forms before a child is allowed to take part in a nursery outing.

Parents will be reminded to supply any medicines which may be required for their child eg. Allergy remedies.

A first aid kit and mobile phone will be carried by the nursery leader / deputy.

We operate on an adult to child ratio of 1 to 2 for two year olds and 1 to 4 for 3 and 4 year olds. Wherever possible we will have a supernumerary adult present. Children are supervised closely at all times to ensure safety as well as not getting lost and no unauthorised access.

Farm Visits

Prior to any visit the manager/deputy will ensure that the farm is well managed, with grounds and public areas as clean as possible and animals prohibited from outdoor picnic areas. Hand washing facilities will be checked to ensure they are adequate and accessible with running water, liquid soap and disposable towels.

Children will be supervised as they wash and dry their hands thoroughly after contact with animals, animal faeces, before eating and drinking, after going to the toilet and before departure. Staff will ensure that children understand not to eat or drink anything while touring the farm, not to put their fingers in their mouths, eat anything which may have fallen on the ground, or any animal food. Children will only be allowed to eat in designated places and only after washing their hands well. Waterproof plasters will be used to protect any cuts or grazes not covered by clothes.