



St Helens College



University Centre  
St Helens

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# Nursery Childcare Policy – Visits and Outings

**Relating to:** Nursery

**Document reference:** SHCPolNur29

**Document owner:** Nursery Manager

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**Date of next review:** 25 January 2025



**METROMAYOR**  
LIVERPOOL CITY REGION



## Policy Statement

From time-to-time Nursery children will be taken on outings. These can be an important way to enhance young children's learning and development and help them to understand the world around them. These outings will include going to the local parks (sometimes on public transport), into the Town Centre to visit the local shops, library, train station and more. To ensure the safety of the children, Nursery outings incorporate the procedures outlined in this policy.

- Permission to take children on an outing will be obtained in writing by the parent/carer who will sign consent for local outings form during the induction process.
- Parents/carers will be informed of planned outings in advance and informed of any spontaneous outings which have occurred during the day, when they collect their child.
- Up to date emergency contact numbers will be sought from nursery records prior to taking the children out, these will be taken on every outing.
- A risk assessment will be carried out in advance for each outing; these are located centrally in the Manager's office.
- The ratio for staff to children depends on the age of the children and will be advised at the time. Children will ALWAYS wear a red bib making it easy for staff to identify them.
- There will be a designated first aider and a first aid provisions on each outing. Any medication that children require during the outing will be taken and staff will follow the correct procedure for administration. Any special requirements or allergies will be documented before any outing.
- A copy of the children's names and parents/carers emergency contact details will be left in the Manager's office.
- A member of staff will take a mobile phone and ensure management are left the number. They will contact the Nursery Manager/Deputy on arrival and prior to departure.
- All outings will link with the EYFS learning and development requirements and experiences gained from outings will be discussed with the children and extended upon.
- Should a child go missing during an outing, one member of staff will immediately go looking in the nearby surrounding area, whilst the other members of staff and the remaining children stay at the point where the child has gone missing from. If the child is not found in a short period of time, staff will contact the Manager/Deputy at the nursery to inform them of the situation. The Manager/Deputy will then contact the police and follow the rest of the 'lost child' procedure in the Health & Safety Policy

## **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

## **Associated Policies and Procedures**

- Safeguarding & Child Protection
- Equality & Inclusion
- Managing Children's Behaviour
- Health & Safety
- Special Educational Needs
- Medications
- Record Keeping
- Communications
- Parental Participation
- Confidentiality & Record Keeping
- Sharing of Information
- Admissions & Registration
- Foods & Snacks

## **Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

## **Post-Holder to Contact**

Director of Student Services.