

# Bambino Ltd

## Visits and Outings Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	23/08/12	Scott Roberts	Re-write, splitting out day-trips from local outings on foot - this covers local outings
1.3	25.02.2016	Jo Stainsby	Added staff requirements; qualifications, DBS and first aid/ medication. Included rules regarding emergency mobile phone.
1.4	28.9.2016	Heather Clark	Added completing a risk assessment and outings record before leaving

## Visits and Outings Policy

Our children will have the opportunity to be taken for local walks, visits etc off the nursery premises and permission will be sought for your child to be included in such outings. The registration form includes a request for permission to be given for short local outings.

This policy covers local trips where transportation is not used. Trips including transportation are covered in the Day Trips policy.

- When taking the children on a trip the nursery will ensure that parental permission has been given to take the child off-site.
- An outings record will be completed before leaving
- The staff members will:
  1. Divide the children into small groups.
  2. Ensure that there is an appropriate amount of qualified and DBS checked staff and at least one staff member with paediatric first aid.
  3. Take a register with them.
  4. Take a first aid kit and any emergency medication for children/staff
  5. Take contact numbers.
  6. Take the nursery mobile phone in case of emergency, however the mobile phone policy must still be adhered to; it is specifically for calling in an emergency and must not be used for personal use, photos/videos etc. Staff are not permitted to take personal mobile phones, camera or devices
  7. Do a headcount on leaving the nursery, at regular intervals during the trip and on returning to the nursery.
  8. Leave information about the trip, including names, a contact telephone number and the destination, at the nursery.
  9. Contact the nursery about any incidents that cannot be immediately resolved.

