

ALTON COLLEGE NURSERY

OUTINGS POLICY

Any outings which occurs at the Nursery will have a risk assessment check done before the outing, parents will be informed beforehand if we are going off site and permission sought; this is on the child's registration form however feel it is right to inform parents it is happening.

We always have the required ratio (if not more) and have a good attendance of students who will accompany us, children will be assigned their key worker or second where possible.

Parents maybe asked to join us on our outing if required.

A record of the outing will be taken by Manager or Deputy showing the date, time and the venue and route with time of return.

If the outing is within the grounds, then the walkie talkie will be taken, any other outings the staff will take mobile phones for emergency use and contact, as well as a supply of tissues, wipes, spare clothes, first aid box (medicines) and contact folder.

A minimum of two staff should accompany children and a minimum of two remain behind at the nursery with the rest of the children.

Although consent is not legally needed, the Nursery will always inform the parents.

Visits on College grounds are made on an ad hoc moment, permission for this is given on the registration forms.

Reviewed:	May 2021
Reviewed	July 2022