Visits and Outings

|  |
| --- |
| EYFS: 3.55, 6.58, 3.65 |

At **DICKORY DOCK NURSERY** we feel using the local community is a vital opportunity to provide more learning opportunities. we organise these to meet the needs of all the children. We provide a wide range of different locations with equipment and resources to support the delivery of our Early Years Curriculum. We take reasonable steps to ensure the safety of children and ensure they are not exposed to risks.

To ensure this occurs within our outings in the local community, including in our outdoor areas, we ensure:

* Risk assess the route we intend to take. We will do this by ideally the Monday if we intend to carry out walks the routes will be intending to take, this will be done by a senior member of the team, who will go on the intend route, highlight risks or report back to make changes to the intend outing if needed.
* Weekly one route will be taken to ensure the risk Is safe and all children are providing a similar learning opportunity evenly
* Ideally the planned outing will be planned for prior the intended day or early morning. The decision to actually go on the walk will be made based on staffing, children, ratios and the make up of the rooms.
* Prior to the outing ideally one hour before the parents will be sent notification on Parent zone via a moment notification of an outing pending, promoting the Intent, the implementation and impact.
* Permission from all parents of the children leaving the setting will be checked
* A risk assessment will be filled in with the details needed (see below) for the setting to know the details of your intent, implementation, and impact
* The staff attending the walk will be qualified and first aid trained
* Ratios will be adhered to staff to children (1:2 under 2s 1:3 2+ 1:5 3+)
* Safety harnesses will be used for special additional needs and prams for children under 2s, Raines and the hoops rings can also be used for safety
* The first aid kit will be checked, restocked if needed and taken
* All medical requirements will be taken
* Children will be dressed accordingly to the weather with clothing parents have sent extra blankets will be taken if the weather changes and children fall asleep
* All staff and children will wear High-Vis jackets as safety precautions
* The leader of the outing will ensure they have the nursery phone they have liaised with management where they are going and time of departure and arrival back
* Children will continue the nursery routine to ensure basic health care needs have been carried out before they leave such as they have had a drink, nappies changed something to eat etc.
* The nursery room will be set up ready for the children return such as free play or dinner time, so the children are greeted back into the setting ready to continue their day.
* The staff who have attend the walk will send moments to parents to showcase their implementations and purpose of the activity this will also be evaluated once they return.

Please check the advice and guidance references given in the visits and outings policy document. A copy of this planning record is both taken on the outing and left at the nursery before going out on any outings.

|  |  |
| --- | --- |
| Leader and contact number |  |
| Deputy leader and contact number |  |
| Venue name  Address  Telephone number |  |
| Preliminary visit made/information received |  |
| Date and time of outing |  |
| Itinerary |  |
| Number of children |  |
| Age of children |  |
| Children with special needs/disabilities requirements |  |
| Risk assessment completed  By who?  Please attach copy | Yes/No |
| Adult/child ratio |  |
| Group supervisor  Special skills needed |  |
| Supervisor and staff names  Include contact numbers and special skills |  |
| Travel arrangements  E.g. public/private, company used, times, emergency etc. |  |
| Financial arrangements/ information/cost per child  E.g. venue, travel, insurance costs, funding available |  |
| Insurance information  E.g. type of insurance, cover, who’s covered, emergency contact details |  |
| Emergency procedures  E.g. who’s in charge, recording incidents, liaison with others |  |
| First aid provision  E.g. first aiders, responsible person, venue, travel provision |  |
| Aims and objectives of outing, learning and development links including outing activities  E.g. what to expect at venue, where children will go, what they will do, what learning will take place |  |
| Pre-visit activities  E.g. what learning will have taken place before the outing |  |
| Post-visit activities/follow up  E.g. what learning/consolidation will take place after the outing |  |
| Organisation leader’s consent  Must be signed by organisational leader |  |

Outing evaluation

|  |  |  |
| --- | --- | --- |
| Venue  E.g. suitability, facilities, content, attitude to clients |  | |
| Transport  E.g. helpfulness, reliability, attitude to clients |  | |
| Itineraries and activities at the venue  E.g. what worked and didn’t work, which were most effective |  | |
| Pre-visit activities |  | |
| Post-visit activities |  | |
| Children’s enjoyment and learning outcomes | | |
| Outcomes across EYFS | | Feedback from children |
| Key interests that emerged | | Suitable activities within the setting |