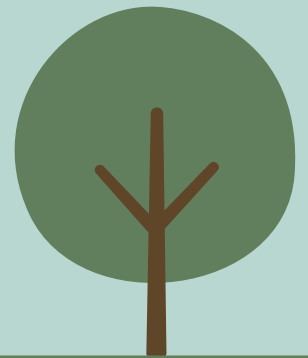


Walking & Outings policy

It is important that the health and safety of children and adults at our nurseries is maintained during visits to parks, farms, other venues and while on local walks. This policy sets out the safety measures to be taken when arranging outings and off-site activities.



In line with our Accident & Incident Policy and Procedure, the Nursery Manager will

- Nominate a suitable Lead Person who is qualified in paediatric first aid, who will be assisted by experienced and suitably qualified staff for each walk.
- Ensure a Walk Risk Assessment is in place for each regular route.
- Check that each child going on the walk has parental permission to do so and that an up to date photo of them is on file at the nursery.

The Walk Lead Person will

- Review the risk assessment and ensure any necessary measures are put in place.
- Allocate each child to a member of staff who will have responsibility for them on the walk.
- Ensure that the ratios of staff to children are maintained.
- Prepare and check the outings bag.

Other staff members on the walk will

- Review the risk assessment and ensure any necessary measures are carried out.
- Ensure all children wear suitable clothing for the walk.
- Agree specific strategies and/or measures for children who require additional support.
- Conduct themselves in a professional and responsible manner.
- Regularly headcount their allocated children and alert the Walk Lead immediately if there are any problems.

On excursions that require further parental permissions, the Nursery Manager will

- Ensure that the destination is visited beforehand to assess the suitability of the premises and identify any potential risks.
- Appoint an Excursion Coordinator, who is qualified and holds a paediatric first aid certificate, to take the lead.
- Ensure that there is at least 2 suitably qualified and experienced staff to be present on the excursion.
- Ensure children have written permission from a parent/carer to go on the excursion.

The Excursion Coordinator will

- Ensure they complete the Excursion Headcount Form every 30 minutes.
- Compile a list of all the children's details and note down any allergies they may have.
- Telephone the nursery on arrival to and on leaving the venue.
- Ensure that parents/carers who volunteer on excursion only take responsibility for their child and one other if parental permission for the additional child has been given.
- Immediately inform the Nursery Manager in the event of any accident or incident and complete the necessary forms on Family on their return to nursery.

All other staff on the excursion will

- Ensure all children wear suitable clothing for the excursion.
- Remain alert and vigilant for potential hazards to keep the children safe.
- Agree specific strategies and/or measures for children who require additional support.
- Conduct themselves in a professional and responsible manner during the excursion.
- Carry out headcounts at regular intervals.
- If a child cannot be found, immediately inform the Excursion Coordinator and follow procedure detailed in the Lost and Missing Child Policy.
- Ensure that they and all children wash their hands after touching any animals or livestock.
- If any child or adult shows signs of illness after visiting livestock, advise them to visit the doctor and explain they've recently been in contact with animals.

Procedures on walks

- Careful road safety sense must be applied on all walks.
- Where applicable, children must be strapped into prams or pushchairs, held on reins or secured with a device like a Walkodile.
- Where possible, both children and staff will wear high-visibility (Hi-Vis) jackets which will display the nursery's telephone number.
- The Walk Lead must immediately inform the Nursery Manager in the event of any accident or incident and complete the necessary paperwork on return to the nursery.

Food safety on excursions

- Children with allergies will be allocated a member of staff to correctly distribute their food.
- Catering staff will label all food in accordance with the dietary requirements procedure.
- Any necessary medication must be placed in the care of a dedicated staff member.
- All children and staff will wash their hands before eating and drinking.