

Bluebelle Nursery

OUTINGS POLICY and PROCEDURE

Our Provision will arrange outings which will involve the parents/carers where possible.

To ensure the safety of everyone the provision will:

- ensure the suitability of the venue for all children and adults/ complete a risk assessment, having regard to the venue's risk assessment if appropriate.
- inform parents of the proposed outing and display information on the notice board
- send information to all parents about the place to be visited, time and place of departure and return and cost of the outing. Parents will be asked to sign an appropriate consent Form examples of which are given in this pack
- invite parents to participate in the outing, informing them of who they will be responsible for
- follow an adult/child ratio of 1:2 where possible and ensure parents have signed the consent form
- ensure all contact details and allergy details are taken on the outing
- ask parents to supply a packed lunch for their children, in plastic containers and with no glass bottles if required.
- ask parents to dress children in suitable appropriate clothing
- ensure the register is taken on departure and return and at regular intervals
- designate a member of staff to have a mobile phone for emergencies and parents will have the phone number
- identify and inform all adults of the named First Aider who will carry a first aid kit and any appropriate equipment such as inhalers.

When visiting Farms or Animal Parks the provision will ensure the children treat the animals with respect and consideration, in the same way as they would in a provision situation.

Our provision will issue the following guidance to those accompanying the children, to ensure their safety:

- wear appropriate clothing and a change of footwear
- approach and handle the animals quietly and gently
- wash hands thoroughly after any contact with the animals, particularly before eating, and before leaving the farm
- eat only in designated areas
- do not allow the children to kiss the animals
- do not allow the children to suck fingers or objects which may have been in contact with the animals
- do not allow the children to pick up any tools unless permitted to do so by farm staff
- encourage the children to listen carefully and follow the instructions given by the adults

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- ensure the children change their footwear, as appropriate, when leaving the farm or park and ensure they wash their hands after any contact with any animal faeces on their footwear
- ensure that pregnant women are advised of risks that can occur to them whilst visiting farms particularly during the lambing season.

Signed:

Date:.....