

Outings Procedure

At ACE Day Nursery we believe children learn best through real life experiences. We regularly take children on short local visits, which happen spontaneously to follow the children's interests as well as planned visits within our local community. These may include:

- A trip to the river to feed the ducks
- A visit to the supermarket to buy ingredients for cooking activities/items for snack time
- A visit to the Grafton Centre to a book shop or see festive lights and decorations
- A visit to a local park
- Visiting local shops
- A visit to the market
- A visit to a local garden centre, pet shop or residential home
- A visit to the post office
- A visit to the Central Library
- The grassy area on Priory road
- ACE Nursery School
- Logan's meadow for forest school
- Cambridge museums

Staff will:

- Ensure permission has been sought from the parent/carer.
- Ensure that staff to child ratios are maintained as in accordance with Ofsted regulations and this policy.
- Keep a first aid kit on them at all times.
- Supervise the children at all times.
- Ensure regular head counts are taken.
- Complete an **Outings Risk Assessment** before the outing commences.
- Take contact telephone numbers of the children on the outing, if the whole group are attending.
- Take 2 nursery mobile phones (which have no camera or internet access).
- Make sure all children and adults are wearing safety tunics.

Ratios - On outings the staff to child ratio will be; 1:1, 1:2 or 1:3, depending on the location of the visit and each individual child's developmental needs.

Nursery pushchairs- Some outings, like our library outing and visits to the Nursery School will require all children to be in the pushchairs to get there and get back. This is due to the distance of the walk and the time restriction within the nursery routine. We have single and double pushchairs and quite often these are used for outings. Sometimes for outings to a park, the grassy area at the top of Priory Road and Tesco's children will walk and pushchairs aren't required.

Policy adopted: Autumn term 2019

Review date: Autumn term 2020

Signed: Sarah Piotrowski

Position: Manager