



Outings Policy

ACE believes children learn best through real life experiences and as such, we regularly take the children to:

- Kelsey Kerridge Sports Hall for weekly gym sessions
- Central Library to choose books for the upcoming themes
- Sedgwick Museum to look at the dinosaurs etc
- Local shops and market stalls to buy fruit and vegetables for snack time
- Post office to send letters to friends who have helped at the Nursery
- Parkers Piece and surrounding streets to observe the natural and man-made world around us
- Plus,
- One large school trip annually: Wildlife park, Wimpole Hall Farm and Folly, Wandlebury

The children learn to function as part of a group outside their usual environment and the bond between school, home and the child is reinforced.

In order to achieve successful outings we:

- Have a comprehensive checklist which the staff work through in preparation for the trip
- Make sure the destination is appropriate to the age/stage/ability of all those attending (wheelchairs/pushchairs/walking aids/elderly etc)
- Some of the destinations we visit require the children to go up a number of flights of stairs; this is good for their physical development and should be the method chosen in normal circumstances. However, if a situation arises where a lift is required, this is permitted in the following instances:
 1. The lift is large enough for the whole group to fit in together
 2. If the lift isn't large enough, the group can be divided up ensuring there are at least two members of staff (or one staff member and one other adult; parent/volunteer) with every group of children. The groups wait for each other and continue the journey together once the lift has been used.
 3. **Please note that splitting up a group or using a lift is not ideal and should only be used as a last resort.**
- The destination has been pre-visited by a member of staff to make a risk assessment.
- If transport is required it is with a reputable company and fitted with seatbelts
- For our annual outing all parents/carers will be notified in writing of the details; destination, timings, cost, date and any other relevant information (packing a lunch/sun cream/change of clothing etc)
- Ratios: 1 adult (18 years or older) to 3 children maximum
- Should a child require 1:1 care this would be catered for
- A register will be taken of all those attending (children and adults) before we set off and before departing the venue
- Spontaneous outings will be discussed with staff prior to setting off to make them aware of the group, staff attending the trip and mark all those going outside the setting into the register

- ACE mobile phones will be taken
- First aid kits/inhalers /sick buckets/tissues/change of clothes/nappies etc will be taken as appropriate for the type of outing
- Children are supervised at all times
- All adults who help with outings are asked to read our parent/helper guidelines prior to setting off so they know exactly what they need to do.

Policy reviewed at staff meeting held May 2018

Review date: Summer term 2019

Signed on behalf of ACE Nursery School: Lisa Tuohy

Position: Headteacher