



Outings Policy

ACE believes children learn best through real life experiences and as such, we regularly take them out of the nursery to a variety of locations including:

- Central Library
- Sedgwick Museum
- Local shops and market stalls to buy ingredients for cooking activities
- Post office to send letters to friends who have helped at the Nursery
- Parkers Piece and the area around the nursery
- Local Catholic Church
- Local green spaces to play tennis or have yoga sessions
- Visiting ACE Day Nursery
- Annual school trip to Wandlebury Nature Reserve which parents are also invited to

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 health and safety checklist which the teachers use as they prepare for the outing
- Ensure the destination is appropriate to the age/stage/ability of those attending
- 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 each group of children. The groups must 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 will only be used as a last resort.**
- The destination has been pre-visited by a member of staff to risk assess the journey and suitability for the group visiting
- If transport is required, it is with a reputable company and taxis fitted with seatbelts – travelling by bus is permitted and teachers ensure children sit throughout the journey
- Parents/carers will be notified of the details and their permission sought before including a child on an outing
- Ratios: 1 adult (18 years plus) to 3 children maximum
- Should a child require 1:1 care this is will be organised
- A register will be taken for all those attending (children and adults) before setting off *and* before departing the venue

- Outings will be discussed and plans made with the teachers prior to setting off, and the outings checklist completed.
- Those who are part of an outing (adults and children) are marked in the registers
- A mobile phone will be taken in case of emergency
- First aid kits/inhalers/tissues/change of clothes/nappies etc will be taken as appropriate
- Children are supervised at all times
- All volunteer adults (parents/carers) who help with outings are told by the teachers what we need them to do and how to help us keep the group safe.

Policy reviewed: January 2023

Review date: Spring term 2024

Signed on behalf of ACE Nursery School: *Lisa Tuohy* Position: Headteacher