



ROEDEAN MOIRA HOUSE NURSERY - OUTINGS POLICY 2018-2019

Outings Policy

The nursery will only go on outings if there are sufficient staff present to maintain appropriate ratios and safety of the children. The ratio that will be enforced is 1:3. The children going on the outing will be given clear and concise instructions relating to boundaries and what is expected from them whilst they are on the trip. Parents will be informed of all details regarding the trip and consent will be sought on all trips. A risk assessment will be carried out by the Head of Nursery and a pre-visit will be taken if necessary. The whole school policy will also be followed, with the relevant paper work completed.

Items that will be taken:

- *Mobile phone (fully charged and has credit)
- *First aid box
- *Set of spare clothes
- *Packed lunches if required
- *Contact details and consent forms of all the children on that particular trip
- *Water
- *Any relevant medication

In the event of a child going missing the Lost Child Policy would be followed.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Nursery Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019