**Policy for Outings**

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

These will be carefully planned, and the following guidelines will be followed on all outings from the nursery, whatever the length or destination of the visit:

• Written permission will always be obtained from parents before taking children on trips

• Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured

• At least one member of staff will hold a valid and current paediatric first aid certificate

• A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required

• A completed trip register together with all parent and staff contact numbers will be taken on all outings

• Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing

• All adults will be familiar members of staff and parents. The group will meet each other at the school before the trip commences, to ensure arrangements are fully understood

• Children will be easily identified by staff when on a trip by use of a label system. The nursery logo and mobile number will be displayed

• A fully charged mobile phone will be taken as a means of emergency contact

• In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery

• A pre-visit checklist and risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage, and development of the children.

A full risk assessment and outing plan will be carried out for each outing, and this will be displayed for parents to access. This plan will include details of:

• The name of the designated person in charge - the outing leader

• The name of the place where the visit will take place

• The estimated time of departure and arrival

• The number of children, age range of children, the ratio of staff to children, children’s individual needs and the group size

• The equipment needed for the trip i.e., first aid kit, mobile phone, rucksack, packed lunch etc.

• Staff contact numbers

• Method of transportation and travel arrangements

• Financial arrangements

• Emergency procedures

• The name of the designated first aider and the first aid provision

• Links to the child’s learning and development needs.

Use of vehicles for outings

• All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery

• The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned

• All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a log-book of maintenance, repairs and services is maintained

• The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover

• All vehicles used are fitted to the supplier’s instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts

• When we use a minibus, we will check that the driver is over 21 years of age and holds a P.V.C. driving license. This entitles the driver to transport up to 16 passengers

When children are being transported, ratios will be maintained.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

• Ensure seat belts, child seats and booster seats are used if necessary

• Ensure the maximum seating is not exceeded

• All children will be accompanied by a registered member of staff

• No child will be left in a vehicle unattended

• Extra care will be taken when getting into or out of a vehicle

• The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

• Any incidents or accidents will be recorded in writing

• OFSTED will be contacted and informed of any incidents.

**Partnership with Parents Policy**

The Montessori School work in partnership with parents and carers in providing an environment that supports that and involves them in the work of the setting. We will:

* Inform all parents/carers about the setting, how it operates, opening times and policies and procedures through written information, parent notice boards and informal communication.
* Assign each child with a key person with whom the parents will have regular communication.
* Provide information on our fee structure, payment policy and the Early Years Entitlement.
* Provide all parents with access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure.
* Keep parents/carers informed of activities by entering updates in each child’s Tapestry Journal, including the planning and themes and information on the Early Years Foundation Stage.
* Provide opportunities for parents/carers to access information about the framework/activities offered in the setting and contribute to their child’s learning in the setting and how they can be involved at home.
* Provide opportunities for parents/carers to contribute their own skills, knowledge and interest to the activities of the setting.
* Ensure all parents/carers are aware they can discuss their child’s progress and development at any time.
* Involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child’s written learning and development records/daily diaries.
* Inform parents/carers through our Family App of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.
* Welcome suggestions and will actively seek parental views on a regular basis, usually during the termly parent meetings, therefore ensuring that we are meeting the needs of both children and families.
* Listen to all suggestions and acknowledge that children, parents, and staff have the right to be consulted and be heard.
* Encourage parents/carers to become parent helpers participating in activities, visits, or outings.
* Ensure parents/carers have access to their child’s developmental records at any time and access to other records in line with the access to personal information procedure within the Confidentiality policy