

## OUTING POLICY

All children attending Wisdom Kids Nursery will at some time or another be taken on outings from the nursery premises. W.K.N and its staff believe that outings should be safe, enjoyable and educational. This can range from just a walk near the nursery premises, to the use of public/ nursery transport. The nursery is covered for such activities through the Employers' Liability Insurance, and the nursery manager will ensure that:

- A member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey.
- We take the location of the venue and length of journey into account when considering its suitability for the children in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Parents always sign consent forms before major outings.
- If transport is used, information about the vehicle and the named driver will be collated before the trip, including police checks on the contracted drivers and any escorts. Licences, MOT and insurance certificates are checked to make sure they are valid and up to date and cover private business use.
- We check that seat belts/child seats/booster seats and air bags have been fitted and that there is a seat available for every child and adult.
- Staff take a mobile phone on every trip in case of an emergency. They also take, as necessary First Aid equipment, medication (such as inhalers), spare clothing, plastic bags, water, emergency contact details of children.
- Our adult to child ratio is high, normally one adult to three children.
- Should a problem occur whilst out for a trip, staff must phone the Nursery immediately, and the manager or deputy manager will decide on action to be taken.

Sign on behalf of WKN Nursery \_\_\_\_\_ Proprietor/Manager

December 2008  
Next review date: January 2010