



VENN BOULEVARD NURSERY

OFFSITE POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
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Policy Statement

Off-site visits are activities arranged by or on behalf of the Nursery and which take place outside the Nursery grounds. The Manager and Keyworkers believe that off-site activities can supplement and enrich the curriculum of the Nursery by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits and to ensure that any risks are managed and kept to a minimum for the safety and health of all children at all times. We make our visits accessible for all children to attend.

Aim

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our children than could be provided on the Nursery site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

We aim to organise more formal outings at least once a term. Charges for these outings, if applicable, will be notified to parents/carers in advance of the outing and will be payable before the outing. Risk Assessments will be carried out by Managers prior to the visit and First Aid Equipment will be taken out on the day. We will ask parents/carers to sign a consent form in advance of such outings and will offer opportunities for parents/carers to accompany their child on the outing.

The Manager is involved in the planning and management of off-site visits.

The Manager will:

- Ensure that Risk Assessments are completed using Evolve and it is approved by the EVC and Executive Head/Head of school.
- Assign competent staff to lead and help with trips.
- Organise related staff training.
- Verify that all accompanying adults are DBS checked or have completed Risk Assessment from our setting (Risk Assessment for volunteers/work experience).
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (e.g. the park). All off-site activities must take place in accordance with the LEA's instructions.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that they are included. We may seek guidance from parents/carers to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include in the Risk Assessment.

Risk Assessment

A comprehensive Risk Assessment is carried out by managers before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. Managers planning an off-site activity will make a preliminary visit to the venue, in order to carry out a Risk Assessment. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed. The visit plan must state both the extent of any risks involved and the measures that will be taken to reduce or eliminate them. The Managers leading the visit must complete a Nursery visit Risk Assessment check list and keep it in the Risk Assessment file. A Risk Assessment must also cover transport to and from the venue.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts and to insist that they are worn by all those participating in the visit. The school has its own mini bus which has appropriate age related car seats. It is the driver's responsibility to check that the car seats are fitted correctly before going on a journey.

Communication with Parents/Carers

The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/Carers must give their permission in writing before a child can be involved in any off-site activities.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the Managers, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the Manager's number. Before a party leaves the manager will provide a list of everyone, children and

adults, travelling with the party, together with a programme and timetable for the off-site visit.

The safety of the party, especially the children, is of paramount importance. During the activity the Manager must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by the medical registration forms and ensuring that children are both safe and well looked after at all times.

The Nursery will ensure that the ratio of staff to children is appropriate. For example, 1:5 for onsite provision and if the children participate on an outing this would be increased to 1:3 or 1:2 depending on the nature of the visit.

Operational Procedures for Outings

The same standard of care and interaction with the children is expected of staff, volunteers and students on outings. The worker's prime responsibility on outings is to ensure the safety of the children. However they will be expected to balance this responsibility with ensuring that children have the maximum opportunity to experience and explore new environments, to socialise and have fun.

Procedures Where a Child is Lost on an Outing

If the policies and procedures are being observed it is very unlikely a child will become separated or lost during an outing. If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group. The Manager will contact the school and Parents/Carers immediately. The police will be informed and all children will be returned to the Nursery. At the end of the day the Managers will complete an incident report. Ofsted will also be informed. Please see Missing Child Policy.

Written by: Claire Goodaire & Gill Brigham

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