

# Bambino Ltd

## Visits and Outings Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control

# Visits and Outings Policy

As part of our Nursery Curriculum the children will have the opportunity to be taken for local walks, visits etc off the nursery premises and permission will be sought for your child to be included in such outings. The registration form includes a request for permission to be given for short local outings.

You will be informed in advance of any visits or outings involving the transportation of children away from the nursery.

We will inform all parents whether a private vehicle will be used. Any transport used will have the necessary checks made and any copies of certificates and identification will be taken prior to the trip.

\*When taking the children on a trip the nursery will:

1. Secure individual written consent slips signed by a parent
2. Advise parents of the time and place the visit will take place
3. Advise parents/carers on the equipment needed for the trip  
i.e. suitable clothing, packed lunches etc
4. The staff/child ratio depends on the age of the children and will be advised at the time

\*The staff members will:

1. Divide the children into small groups
2. Take a register with them
3. Take a first aid kit
4. Take contact numbers
5. The staff members will contact the nursery at least once whilst out on the trip
6. All children will wear a sticker with the name and the name of the nursery
7. Headcounts will be carried out on leaving the nursery, on arrival at the designated place, regularly during the visit and before departure.

