

Outing Policy

Outside play is a crucial aspect of the positive developmental environment of the Wickham Montessori School has a designated outdoor play area and we operate a policy of providing an enabling environment – where children use outside areas in a variety of weather.

It is an expectation of the EYFS that children should experience all activities in all weathers and parents should help support their child by dressing them appropriately ie. safe and sensible footwear, providing named hats, jackets, coats and children should be sensibly attired for all weathers especially in winter and appropriate sun protection and products supplied in to keep the child safe in the hotter weather conditions of summer. (see Sun Protection Policy)

Aim

To ensure that all children are safe and cared for appropriately when attending nursery outings.

Methods

To meet this aim we use the following ratios of adult to child when in the grounds of Wickham Montessori School.

- Children under two years of age: 1 adult: 3 children
 - Children aged of two years: 1 adult: 4 children
 - Children aged three – five years of age: 1 adult: 8 children
- Staffing ratio's set out in the Early Years Foundation Framework are followed at all times to ensure that children are safe when in the nursery and when leaving the nursery to go on an outing.
 - Our staff are all recruited inline with our safer recruitment Policy requirements (see policy), A first aider will be in attendance that holds a current paediatric first aid certificate.
 - When taking children out of the premisses and it will require crossing or walking along main/busy roads the ratio will be 1 adult to 2 children.
 - It is important to stress these ratios are the minimum amount of adults per child, depending on where the outing is.
 - Staff will inform the Parents, nursery manager or a senior member of staff prior to any outings away from the premises, the nursery will have volunteers and parental help if needed.
 - Parents sign a general consent on registration as part of the registration form, for their child/ren to be taken out as part of the daily activities of the nursery within the grounds of Wickham Montessori School (Park Place Pastoral Centre.)
 1. Parents will always be asked to sign consent forms before outings off the School premises.
 2. Parents may be asked for a small donation to cover costs for outings.
 3. A risk assessment is carried out before an Off Site outing takes place.

4. Our adult to child ratio is always maintained to at least the minimum ratios of adults as stated above.
5. For all outings the 'Outings Book must be completed'

On all outings children are assigned to an individual member of staff to ensure each child is individually supervised and to ensure that no child gets lost and that there is no unauthorised access to children.

- All outings are recorded Using the outings Risk assessment and ensuring all outings and recorded in the 'outings' book clearly stating:

Before leaving the building;

- Date and Time of outing
- Name of each Child
- Name of Staff member child is allocated to
- Ratio - (how many children is this member of staff responsible for on this outing)

On Returning to the building:

- Each Child will have the time they enter the main white door recorded by their allocated staff member
- All Children will be accounted for at the wooden doors by the senior member of staff before reentering the building
- Once all children are accounted for the senior member of staff will ensure the doors are locked behind them

Staff will take a nursery mobile phone/Walkie Talkie and the Outings bag with them on all outings. Containing:

- Emergency contact
- Supplies of tissues
- Wet wipes
- Spare clothes
- A First Aid kit
- Snack and Water

The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

A minimum of 2 staff will accompany children on all outings and a minimum of 2 staff will remain behind at the School if children are any children who wish to stay behind.

Missing Child

If a child goes missing from an outing where parents are not attending and responsible for their own child, the nursery ensures that there is a Missing Child Policy, the procedure stated in that is followed.