

**SUNNY SKIES NURSERY**  
**OUR POLICY FOR OFFSITE EDUCATION [OUTINGS] (POL10) rev 08/15[v.2]**

As part of the Early Years Foundation Stage Curriculum excursions and outings, to enrich their education and experiences, may be planned from time to time. In the event of any offsite educational activity, Sandwell Education and Children's Services Guidelines for Offsite/Out of Hours Educational Activities will be followed, the main points being:

- A lead person will be nominated by the Educational Visits Coordinator [EVC] to ensure that these procedures are followed and will be the responsible person for that outing
- A full Risk Assessment will be undertaken
- Adult:Child ratios will be reconsidered and adjusted in accordance with statutory requirements, the nature of the outing and the type of activities to be undertaken
- Only reputable hire transport companies or public transport will be used if necessary
- Written permission from the child's parent/carer will always be obtained
- Full details of the trip, including costs, an itinerary and an outline of all the activities to be undertaken will be sent to parents/carers
- A list of all children participating will be recorded in the Offsite Education Folder kept in Nursery
- A member of staff will be designated First Aider, and will be responsible for the fully equipped First Aid Kit
- The lead person responsible will take all essential records and equipment, including contact numbers, medical details, a mobile phone and other items as appropriate to that outing
- The lead person will be responsible for organisation before and during the outing, including arranging sub-groups, regular head counts and ensuring that all adults are aware of the procedures appropriate to that outing
- After the outing, an evaluation sheet will be completed and used to improve future outings

**HELPING CHILDREN ACHIEVE MORE**

This policy forms part of our commitment to keeping children safe