

OUTINGS, VISITS & TRIPS

Sunnybank Nursery is a very pro-active Nursery and plan several outings a year to further the children's knowledge and understanding of the world.

A lot of preparation is required when planning a trip which is why we follow the procedure below to ensure everything has been catered for.

The staff:child ratio is one:two and the children are never left unsupervised. Ideally we try to visit the venue before we go to assess any potential risks although this is not always possible. All trips are however vetted by the Manager and Deputy Manager.

- Firstly we decide on a venue and send off for further information as to facilities, hours of opening, accessibility, suitability for the age group in question, entrance fees and educational value.
- Then we arrange for transport (from a reputable company) from the Nursery premises to the chosen venue and ensure the driver has a safe coach with a license and an M.O.T and safety belts. We also request that the driver help with car seats and pushchairs and stays with the coach all day for security and also for access to personal belongings. This agreement is confirmed in writing on headed paper and kept on file.
- We then compile a letter to the parents of the group concerned describing in detail information about the trip and venue and what is required of them. Parents are encouraged to attend in order to maintain staff:child ratios. We also draw up an agenda for the day so parents know exactly what is happening, where and at what time.
- At the end of the letter is a permission slip stating who will be attending and under who's responsibility. When we have exact numbers we confirm all bookings and make arrangements for staff cover.
- Staff then discuss what they want the children to get out of the trip and plan activities around the topic. They also talk to the children about the trip before and after they go to make sure they feel fully involved.
- Staff also discuss procedures to be followed in the event of an emergency and arrange a meeting point for support.
- Prior to the day we plan packed lunches and snacks and prepare rucksacks with the following essential items:-
 - First Aid kit
 - Children's medicines
 - Nappy changing materials (if necessary)
 - Personal hygiene materials
 - Plastic bags
 - Sunhat & suncream / Raincoat & boots
 - Spare clothing suitable for the weather and venue
 - Register of all persons attending (staff, children, family and friends)

Staff mobile telephone numbers slips for parents
Proposed plan for the day
Leaflets about the venue
Money for emergencies and treats

We also make a list of any equipment we might need such as:-

Pushchairs
Car seats
Mobile phones
Toys/books to keep the children amused on the journey
Information leaflets about the venue for parents
Items to keep the children amused on the journey

- General walks around the local village and to the farm are approved by the parents when filling in registration forms and are incorporated into the permissions slip.
- Trips to the library, Crooked Spire Church, Queens Park and the Museum in Chesterfield are planned on the day depending on the weather and number of children. Parents are contacted for permission to go on these kinds of outings on the morning.
- Trips to the Arkwright Centre and Bolsover Castle are planned in advance but are usually only for the Senior Group. A mini bus that belongs to the Arkwright Centre collects the children from Nursery and brings them back and the children use the local bus to get to and from Bolsover Castle.
- Visits to the local centres are carefully planned as they involve a lot of people and are usually for Nursery events such as the Nativity play, Christmas disco, sports day and to see the fire engine. For safety reasons an adult takes two children each across at a time.

Due to legislation a member of staff holding an up to date paediatric first aid certificate must attend all outings.

Sunnybank Nursery (Reviewed

Nov 2015)