



St. Margaret's Nursery

Policy for Trips to the local area

Nursery

Reviewed: August 2020

Date for review: July 2021

Trips

At St Margaret's Nursery we recognise the importance of trips and encourage pupils to participate in planned or spontaneous trips.

Pupils benefit from being taken outside of the premises on visits in the local area. Walking to the post box to send letters to others, buying fruit and milk for our snack or walking to the local park to play on the swings and slides are all activities that will enhance the pupil's learning.

To ensure the pupils and staff have an enjoyable and safe journey we will ensure we will put the following in place:

- A risk assessment will be carried out to cover all aspects of risks that may occur and will be reviewed regularly.
- We will share this policy with all parents and ask parents to sign a consent form for visits to our local area.
- All staff and pupils that are leaving the nursery will be signed in and out on the nursery register.
- The adult ratio will be 1 adult to 2 pupils.
- The following items will be taken on the trip: money, mobile phone, small first aid kit, antibacterial wipes, baby wipes, hand sanitiser, medication for pupils who have a health care plan, contact details of the school in the event of an accident or lost pupil and a pushchair if required by a pupil.
- Pupils and staff will be dressed appropriately for the weather.
- All pupils and staff will be wearing high viz vests.
- In the event that a child or adult has an allergy or a specific need then a separate risk assessment will be completed before taking them on a trip.

All policies and procedures that are implemented throughout St Margaret's Nursery must continue whilst on the trip in addition to the procedure set out above.