**Portlethen Primary School Nursery**

**Trips & Outings Policy**

**Purpose of the Policy**

Portelthen Primary School Nursery is committed to ensuring children have access to their local environment and use this as a learning experience. When undertaking outings, we ensure that they are relevant to the children’s learning and consent has been given by parents/carers. Every outing will be individually assessed and will meet the needs of children attending. The children’s safety and welfare is paramount.

**Trips & Outings Procedure**

* All outings will be approved by the Senior Leadership Team of the school
* A visit to the location prior to the trip commencing, will be undertaken by staff to ensure that all risks are thoroughly assessed
* A risk assessment of the trip will be shared and agreed by all staff
* Infection control measures will be in line with the current guidance and will be relevant to the location of the trip/outing
* The risk assessment will be made available to all parents and carers
* Relevant information about the outing will be discussed with the children
* Written permission will be sought from all parents and carers
* Full details of the trip will be communicated to the parents and carers prior to the trip/outing
* Adult to child ratios will be agreed and will be in line with Care Inspectorate guidelines
* An adult with first-aid accreditation will accompany the setting on any outings
* Emergency contacts and mobile phones will be taken on the trip/outing
* A checklist of essential resources will be drawn up before the outing
* Parents and carers will be informed of suitable clothing to be worn on the outing
* Detailed information of the outing will be left at the setting and a designated contact will be identified for the outing
* If transport is required, payment may be sought towards the cost of the transport. Transport will be arranged in line with Aberdeenshire Council guidelines
* Information regarding children’s allergies and medical conditions will be communicated to all staff on the trip/outing
* A decision will be made on who will provide snacks/meals for the trip/outing. All relevant infection control procedures will be followed