

Mission Statement

“You are precious in my eyes” - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery School is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

Nursery Trips & Visits

Trips and visits are not a statutory part of the Early Years Foundation Stage. They are however an important optional area of nursery life, but they are self-financing through parental payments.

Nursery trips may take place at any time of the year and support areas of learning in the Early Years Foundation Stage. **Barbara Draper** (NurseryManager) is our trained Educational trips and visits co coordinators (EVC).

Approval Policy

No trip, large or small, will take place that cannot give an assurance that:

- there is a clear purpose for the trip linked to the objectives of the nursery (see initial trip proforma)
- there is a suitably competent and experienced person designated as Party Leader, and who understands the roles requirements
- there is a comprehensive risk management plan and that all participants are aware of the detail where it impacts on them
- there is evidence that a logical planning process has been used to prepare for the visit
- national and local guidance has been considered and applied where it needs to be
- parents are fully informed of the nature of the trip and particularly any risk entailed
- any external provider has at least a similar commitment to risk management and quality assurance to yourselves
- there is clarity over who holds responsibility
- there are emergency contingencies, alternative options, and that necessary details have been left at key locations.

Our Lady Star of the Sea Nursery Health and Safety Policy Procedures Section / Trips & Visits

Additionally:

- A first aid box checked by a designated first aider is taken by the trip leader. Inhalers held in nursery will also be taken.
- A ratio of 1 adult to 2 children is to be arranged for the safety of children.
- All trips are to be costed, and parents are requested to pay to meet the costs.
- Children are to be transported in a coach with seat belts. It is essential that this is checked when the coach is booked and that on the day of the trip before leaving all children should be safely seated.
- Each trip is to be led by an experienced and qualified and trained permanent member of staff.
- Pre-visit and risk assessment for each visit will be undertaken by trip organisers.
- A letter will be sent to parents informing them of nursery trip arrangements; i.e. venue, clothing, times, activities etc.
- A parental agreement slip giving permission for their child to go on a trip must be signed. On this slip any medical conditions and current treatments must be noted.
- No glass bottles or fizzy drinks are permitted.
- An initial proforma is to be filled in relating to the visit, this will be given to the Nursery Supervisor who will discuss the arrangements and decide whether the trip is able to go ahead. (A copy needs to be kept by the trip organiser.) Detailed trip risk assessment forms on school server. These MUST be completed in full, one month prior to any trip.

Initial Nursery Trip & Visit Proforma

Venue:	Year group:	Lead supervisor:	Helpers:
Date/Time:	No. of children:	Nursery staff:	
Pre-visit	Any relevant points: (Health & Safety / qualified staff)		
Facilities	Toilets [disabled], first aid room, lunch room etc...		
Schedule	Activities to be undertaken & organisation of the day.		
First Aider needed	Yes / No: Give reasons		
Any other information			
Coach Company:		Coach Company telephone number:	
Venue contact person:		Venue contact telephone number:	
Nursery Supervisor comments.			

**Our Lady Star of the Sea Nursery
Health and Safety Policy Procedures Section / Trips & Visits**

Signature of Chair of Committee members: _____ **Date:** _____

Signature of Nursery Supervisor: _____ **Date:** _____