



Approved by Headteacher	November 2022
Review	Autumn 2024

Nursery Travel Policy- Trips and Car Journeys

Aim: To ensure that our nursery children have access to the educational benefits afforded by trips away from the nursery setting, whilst still maintaining comparable standards of health, safety and well-being.

Procedure: We adhere to a policy of equal access for all children regarding our visits. Consequently we consider all aspects of our provision (and Equal Opportunities policy) prior to deciding appropriate trips and visits.

- Parents are fully informed about the purpose of each visit, it's link to the curriculum and the anticipated learning outcomes. Where appropriate, information leaflets, handouts and letters are distributed for information.
- We are mindful of other policy guidance in relation to the organisation of visits i.e. Child protection, Health and Safety, Insurance liability and Indemnity, Special Education Needs.
- Parents are required to complete appropriate Permission forms (including permission for emergency medical treatment and, where necessary, medicals forms for children with additional medical needs).
- Designated Staff conduct a full Risk Assessment reporting on and documenting their findings prior to the visit taking place.
- Parents are fully informed regarding likely costs associated with the visit (and how these may be paid).
- Commercial Transport providers are carefully vetted prior to booking with regard to insurance, seat belt provision and vehicle maintenance.
- All children are required to wear seat / lap belts at all times when being transported between destinations.
- To maintain appropriate child to adult ratios, the Nursery adopts the following policy:
 - All 2 - 3 year-olds MUST be accompanied by THEIR OWN parent or registered carer. This is to ensure very young children have the support of a familiar adult during the visit which might otherwise be too daunting.
 - 3 – 5 year-olds MAY be accompanied by their OWN parent(s) or registered carer. (However parents are not permitted to take responsibility for children who are not their own).
 - 3 – 5 year-olds who are NOT accompanied by their parent(s) will be cared for by the nursery staff who have all undergone DBS checks. This will operate on a ratio of no more than two children to one adult. (These ratios are higher than legally required, but it is strongly felt that a greater level of adult supervision is required when in unfamiliar surroundings).

- All adults accompanying the trip are to be 'briefed' prior to departure regarding the timetable of events, essential information (e.g. location of toilets and First Aid provision), Risk factors, Health and Safety issues and what the children are aiming to achieve by the end of the visit.
- All children will be appropriately prepared for the visit, through prior activities and ensuring that arrangements have been made to ensure individual needs can be met.

The Nursery adopts the policy whereby:

PRIVATELY-OWNED VEHICLES ARE NOT USED TO TRANSPORT NURSERY CHILDREN DURING NURSERY SESSIONS OR WHEN ON NURSERY BUSINESS.

(This includes all staff, students, committee members and volunteers)

This is because such vehicles are rarely insured for 'business purposes' and should an accident occur, the children would not be covered by our insurance policies.

HOWEVER, parents reserve the right to transport their OWN children ONLY to the venues of outings if they wish. (Parents cannot transport children on behalf of another parent to the venue, even with their consent, for the same insurance reasons).

THE USE OF PRIVATE VEHICLES FOR TRANSPORTING CHILDREN TO AND FROM NURSERY SESSIONS

Because these trips take place OUTSIDE nursery sessional hours, the nursery is not responsible, or liable, for injuries sustained by children travelling to and from nursery. However, parents are reminded that young children (and all children under 12 years), are legally required to have an age / weight appropriate car seat or booster seat.

NB: If parents are collecting a child that is NOT THEIR OWN they must comply with the 'Collection of Children' policy in this file.

BRINGING PRIVATE VEHICLES ONTO SCHOOL PROPERTY

Parking at Woore Primary and Nursery School is currently quite difficult at dropping-off and picking-up times as these coincide with the same times for the Primary School. Parents are requested **NOT** to park on the playground and to use the auxiliary car parks (at the Falcon public house and Victory Hall) at pick-up and drop-off times. The school car park area will be closed at these times.