

**Educational Excursions and Visits**

Excursions and visits are a valuable part of the educational experience for nursery pupils and the responsibility for approving these is with the HT of the nursery.

Any education excursion must have approval from the HT.

Outings Requiring Transport

1. HT permission form for outing to be filled out.
2. HT considers proposed arrangements for the organisation and supervision of the activity. HT ensures that the level of supervision by responsible adult is appropriate to the nature of the visit.
3. Excursion form to be completed and returned to Mrs Sneddon who will book trip and transport.
4. Depending on the nature of the trip or visit ensure that all potential risks have been identified and all reasonable precautions taken to ensure the safety of all participants. Ensure the risk assessment from the places to be visited have been read and important points handed out to all adults, (if available). A preliminary visit by an appropriate person may be necessary.
5. After the visit HT will ask for a verbal report on the visit. It will cover effectiveness of the arrangements, educational achievements and detail any problems for future use.

**Updated August 2018 by N. Ferguson**

 **Woodlands Nursery Class – EXCURSIONS** 

