

# Margaret McMillan Nursery School

## Parent-Volunteer Educational Visits and Outings Guidelines

Educational Visits and Outings are a very important part of our curriculum.

On outings children are able to extend their knowledge through real life experiences which cannot be provided at the centre.

From the outings we participate in we want to ensure that children

- derive the maximum benefit
- enjoyment
- that they are as safe as possible
- that you are clear and confident about your role as the helper

The adult's role on the outing is very important. Supervising the children is only one aspect of the role, by interacting with the children, talking, answering questions and pointing things out to them we can ensure that the children have a rich, stimulating and memorable experience.

The trip co-ordinator will tell you which child, in addition to your own child, you will be accompanying and which member of staff is responsible for the children you are with.

You must make sure you stay with your child and be with a member of staff at all times. Do not let go of hands unless the trip co-ordinator decides that is safe to do so.

Ensure that seatbelts are fastened at all times.

### If Using Public Transport

- stand as far from the edge of train platforms as possible and get in the same carriage as the rest of the group
- stand as far from the curb as possible if waiting for buses
- stay together at all time - we do regular head counts and it is confusing if people wander off

### On Arrival

- when we arrive at our destination we take the children to the toilet (and again before or after lunch).
- make sure the children do not lock doors.
- make sure the children wash their hands.
- make sure the adults are supervising the children they are with and if the adult needs to go, then another member of staff should supervise their children

### Food & Drink

The centre will arrange for drinks, snacks or a packed lunch to be provided. Please do not bring additional food unless prior arrangements have been made. If you have particular dietary needs please let us know in advance so that we can make arrangements with the kitchen.

**Please do not smoke, eat sweets, drink fizzy drinks or use your mobile phone (unless it is an emergency).**

This policy is reviewed annually and after any related incident

Name and signature .....

Headteacher or Deputy Headteacher .....