



## VISITS AND OUTINGS POLICY

At Wibli Wobli Nursery we offer children a range of local outings including walks and visits off the premises. Even when children have exclusive access to certain areas these are treated as outings if access requires leaving the main nursery building, such as the Forest School area. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

### Procedures

Visits and outings are carefully planned using following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist and risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Staff supervising outings are qualified to level 3
- Written permission will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets
- Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.



### **Risk assessment/outings plan**

A full risk assessment and outing plan will be carried out before each outing which will include the following:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision

Parents will be required to provide consent for their child to attend outings on the nursery app before they leave the premises. Parent consent can be withdrawn at any time by updating the nursery app, which is checked before each outing.

### **Use of vehicles for outings**

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- Drivers of vehicles are adequately insured
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (P.V.C) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:



- Ensure seat belts, child seats and booster seats are used taking into account safety restraints appropriate to the age/weight of the children carried in the vehicle
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

### **Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CIW will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

### **In the event of an emergency (including a terrorist attack)**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead. This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

In the event of an emergency, parents will be contacted as soon as reasonably practicable to inform them of the situation.

Further information can be found at:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| 20/8/2026                  | L. George                       | August 2027     |



## POLISI YMWELIADAU A GWIBDEITHIAU

Ym Meithrinfa Wibli Wobli rydym yn cynnig amrywiaeth o deithiau lleol i blant gan gynnwys teithiau cerdded ac ymweliadau oddi ar y safle. Hyd yn oed pan fydd gan blant fynediad unigryw i rai ardaloedd, caiff y rhain eu trin fel teithiau os yw mynediad yn golygu gadael prif adeilad y feithrinfa, fel ardal yr Ysgol Goedwig. Credwn fod teithiau ac ymweliadau wedi'u cynllunio yn ategu ac yn gwella'r cyfleoedd dysgu o fewn amgylchedd y feithrinfa ac yn ymestyn profiadau plant. Rydym bob amser yn gofyn am ganiatâd rhieni i blant gael eu cynnwys mewn teithiau o'r fath.

### Gweithdrefnau

Mae ymweliadau a gwibdeithiau yn cael eu cynllunio'n ofalus gan ddilyn y canllawiau canlynol, beth bynnag yw'r gyrchfan neu hyd yr ymweliad:

- Bydd rhestr wirio cyn mynd ar y daith ac asesiad risg a chynllun gwibdaith yn cael eu cynnal bob tro gan uwch aelod o'r staff cyn y wibdaith i asesu'r risgiau neu'r peryglon posib ar gyfer y plant, ac i adnabod camau i'w cymryd i ddileu, lleihau a rheoli'r risgiau a'r peryglon hynny. Byddwn yn ymdrechu i ymweld â'r lleoliad cyn yr ymweliad. Bydd hyn yn sicrhau bod y lleoliad a ddewiswyd yn briodol ar gyfer oed, cyfnod a datblygiad y plant.
- Mae staff sy'n goruchwyllo gwibdeithiau wedi cymhwyso i lefel 3
- Byddwn yn gofyn am ganiatâd ysgrifenedig gan rieni bob tro cyn mynd â phlant ar wibdaith.
- Rydym yn darparu lefelau staffio priodol ar gyfer gwibdeithiau yn ddibynnol ar sut gellir sicrhau diogelwch ac anghenion unigol y plant
- Bydd gan o leiaf un aelod o staff dystysgrif cymorth cyntaf pediatriig gyfredol, a bydd hyn yn cynyddu pan fo asesiad risg o'r gweithgaredd arfaethedig yn datgan bod hynny'n angenrheidiol
- Byddwn yn mynd â blwch cymorth cyntaf llawn ar bob gwibdaith ynghyd ag unrhyw feddyginiaeth neu offer angenrheidiol
- Bydd cofrestr taith wedi ei llenwi ac ym meddiant staff y daith ynghyd â rhifau cyswllt pob rhiant a staff
- Byddwn yn cyfri'r plant yn rheolaidd yn ystod y wibdaith. Bydd amseru'r cyfri yn cael ei drafod yn llawn gyda rheolwr y feithrinfa cyn mynd ar y daith
- Bydd pob aelod o staff yn hawdd eu hadnabod gan aelodau eraill y grŵp; byddant yn gwisgo gwisg y feithrinfa a gwasgodau/siacedi llachar
- Bydd y plant yn gwisgo sticeri fel bo'r staff yn gallu eu hadnabod yn hawdd ar y trip. Bydd enw'r feithrinfa, rhif teleffon a ffôn symudol wedi eu nodi arnynt
- Bydd gan y staff ffôn symudol wedi ei wefru'n llawn ar gyfer cysylltu mewn argyfwng
- Pe digwydd damwain, bydd y staff yn asesu'r sefyllfa, ac os oes raid, bydd y grŵp yn dychwelyd i'r feithrinfa yn syth a byddent yn cysylltu â'r rhiant i ddod i gasglu'r plentyn. Pe digwydd damwain ddifrifol bydd ambiwlans yn cael ei alw i'r lleoliad, yn ogystal â chysylltu â'r rhieni. Bydd un aelod o staff yn mynd gyda'r plentyn i'r ysbyty, a bydd gweddill y grŵp yn dychwelyd i'r feithrinfa

### Asesiad risg/cynllun gwibdaith

Cynhelir asesiad risg llawn a chynllun taith cyn pob taith a fydd yn cynnwys y canlynol:

- Enw'r person dynodedig sy'n gyfrifol - arweinydd y daith

Wibli Wobli Nursery trading name of

Wibli Wobli Nursery Ltd Company No 13980536 of Unit 1 Oak House, Vaughan Court, Newport, NP10 8BD

Wibli Wobli Cardiff Ltd Company No 16590606 of 53 The Parade, Roath, Cardiff, CF24 3AB



- Enw'r lle y bydd yr ymweliad yn digwydd
- Amser amcangyfrifedig gadael a chynnydd
- Nifer y plant, ystod oedran y plant, cymhareb staff i blant, anghenion unigol y plant a maint y grŵp
- Yr offer sydd ei angen ar gyfer y daith h.y. pecyn cymorth cyntaf, ffôn symudol, cotiau, ffrwynau diogelwch, cadeiriau gwithio, sach gefn, pecyn cinio ac ati.
- Rhifau cyswllt staff
- Dull cludo a threfniadau teithio (gan gynnwys y llwybr)
- Trefniadau ariannol
- Gweithdrefnau brys
- Enw'r cynorthwyydd cyntaf dynodedig a'r ddarpariaeth cymorth cyntaf

Bydd gofyn i rieni roi caniatâd i'w plentyn fynychu teithiau ar ap y feithrinfa cyn iddynt adael y safle. Gellir tynnu caniatâd rhieni yn ôl ar unrhyw adeg trwy ddiweddarau ap y feithrinfa, sy'n cael ei wirio cyn pob taith.

#### **Defnyddio cerbydau ar gyfer gwibdeithiau**

- Bydd pob aelod o staff yn hysbysu rhieni ymlaen llaw ynghylch unrhyw ymweliadau neu wibdeithiau sy'n golygu cludo plant allan o'r feithrinfa
- Bydd y trefniadau ar gyfer cludo plant yn cael eu cynllunio'n ofalus bob tro a phan fo angen, bydd pobl ychwanegol yn cael eu recriwtio i sicrhau diogelwch y plant. Mae hyn yn hynod bwysig yn achos plant sydd ag anableddau
- Rhaid i bob cerbyd sy'n cael ei ddefnyddio i gludo plant fod wedi eu trwyddedu'n briodol, eu harchwilio a'u cynnal. Mae'r cerbyd y feithrinfa yn cael ei wirio'n gyson ee teiars, goleuadau ayb, ac rydym yn cadw cofnod o waith cynnal a chadw, trwsio a gwasanaethu mewn llyfr llog
- Mae cerbyd y feithrinfa i gael ei gadw mewn cyflwr da ac yn gweithio'n iawn, wedi ei yswirio at ddefnydd busnes a chyda sicrwydd methiant cynhwysfawr
- Mae gyrwyr cerbydau wedi eu hyswirio'n ddigonol
- Mae pob cerbyd sy'n cael ei ddefnyddio wedi ei ffitio i gyfarwyddiadau'r cyflenwr gyda nifer briodol o wregysau diogelwch sy'n addas ar gyfer oed/pwysau'r plant fydd yn y cerbyd. Mae gwregysau 3-phwynt wedi eu gosod mewn unrhyw fws mini/bws
- Pan fyddwn yn defnyddio bws mini, byddwn y gwirio bod y gyrrwr dros 21 mlwydd oed a'i fod yn dal trwydded Cerbyd Cludo Teithwyr (P.V.C.). Mae hyn yn caniatáu i'r gyrrwr gludo hyd at 16 o deithwyr.
- Bydd cymarebau yn cael eu cynnal pan fo plant yn cael eu cludo.

Wrth gynllunio trip neu wibdaith sy'n golygu defnyddio cerbydau, rydym yn gwirio cofnodion o gerbydau a gyrwyr gan gynnwys trwyddedau, tystysgrifau MOT ac yswiriant defnydd busnes. Os yw cerbyd yn cael ei ddefnyddio ar gyfer gwibdaith bydd y gweithdrefnau canlynol yn cael ei dilyn:

- Sicrhau bod gwregysau diogelwch, seddau plant a seddau hwb yn cael eu defnyddio gan sicrhau bod yr offer diogelwch yn addas i oedran/pwysau y plentyn sy'n cael ei gario yn y cerbyd.
- Sicrhau nad oes mwy yn eistedd yn y cerbyd na'r nifer a ganiateir
- Bydd yr holl blant yng nghwmni aelod cofrestredig o staff
- Ni fydd unrhyw blentyn yn cael eu gadael mewn cerbyd ar eu pen eu hunain

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- Byddwn yn cymryd gofal ychwanegol wrth fynd i mewn ac allan o gerbyd
- Bydd diffoddwr tân a phe cyn argyfwng yn y cerbyd sy'n cynnwys triongl rhybuddio, tortsh, blancedi, offer newid olwyn ayb.

### **Plant ar goll**

Os bydd plentyn yn mynd ar goll, dilyniir y Weithdrefn Plentyn Coll. Bydd unrhyw ddigwyddiadau neu ddamweiniau yn cael eu cofnodi'n ysgrifenedig a chysylltir â CIW a'u hysbysu am unrhyw ddigwyddiadau.

Efallai y bydd cyfleoedd i rieni gynorthwyo ar dripiâu. Bydd y rheolwr yn siarad â rhieni cyn yr ymweliad ynghylch iechyd a diogelwch a chod ymddygiad.

### **Mewn achos o argyfwng (gan gynnwys ymosodiad terfysgol)**

Mewn achos o argyfwng tra allan ar ymweliad, rydym yn annog staff i ganfod lloches ddiogel ac i aros yn o hyd nes bo'r perygl wedi peidio. Bydd asesiad risg manwl yn cael ei baratoi ar gyfer pob gwibdaith, sydd yn rhoi sylw i'r holl risgiau yma ac fe'i cynllunnir ymlaen llaw. Gallai hyn fod ar gyfer materion eraill megis tywydd eithafol, argyfwng (megis plentyn sy'n mynd yn sâl neu'n cael ei anafu) a.y.b.

Mewn achos o argyfwng, cysylltir â rhieni cyn gynted ag sy'n rhesymol ymarferol i'w hysbysu o'r sefyllfa.

Mae rhagor o wybodaeth ar gael o fynd i:

<http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

| Mabwysiadwyd y polisi hwn ar | Llofnodwyd ar ran y feithrinfa | Dyddiad adolygiad nesaf |
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| 20/8/2026                    | L. George                      | Awst 2027               |

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