

Outings and Visits Policy

EYFS 2017:

- 3.25. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- 3.65. Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios.
- 3.66. Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

Aim

ICP Nurseries are committed to the importance of daily outdoor play and physical development in all children. Our aim is to ensure children have the opportunities to widen their experiences of the outdoors at the nursery and within the wider community.

Outdoor Experience

Children need regular access to outdoor play in order to develop their large and small muscles and experience an environment that is different to the inside of a nursery setting. Play is on a larger scale outside and can bring dimension to the activities on offer, e.g. water play in the rain will be different to an activity taking place indoors.

No outing will take place without a learning experience being planned for. It is important to remember that the journey is as important as the destination; teachable moments are there in everything practitioners are doing, for example highlighting hazards, discussing ways to stay safe and pre-empting what happens next. Songs and rhymes should be used to help children learn how to be safe crossing the road, for example:

“We stop look and listen before we cross the street,
We use our eyes and our ears before we use our feet”.

Procedure

Safety on the outing is paramount. The following procedure **MUST** be adhered to during all trips or walks where children leave the nursery environment.

- Prior to an outing taking place, a senior member of staff will visit the intended location and ensure that it is safe for children to attend. The intended outing destination will then be risk assessed using the **Risk Assessment Form (RA01)**.
- Where risks are identified, control measure must be put in place. Where appropriate children should be involved in risk management planning, for example through the use of scenarios, pictures and visual prompts. This provides a key opportunity to learn about risk and develop risk management skills.
- Whilst on the outing, the Nursery staff will ensure all areas being visited are safe and secure through close, vigilant supervision of the children, the use of the robust risk assessment and constant observations and safety checks.
- When taking the children on an outing, the ratios set out in the table below **MUST** be maintained as a minimum on **ALL** occasions.

- Each outing risk assessment must consider the age, stage of development and sensibility of the children, the type of venue, as well as how it is to be reached. It is at the Nursery Manager's discretion as to what the staff and child ratio will be for each outing beyond the minimum set out in this policy, for example if an extra person is needed to support the outing.

Age Group	Ratio	Assisted with
0-2 years	1:3	Triple Buggies
2-3 years (where further support is needed)	1:3	Triple/Quad Buggies
2-3 years (Where children are more confident or independent)	1:4	With Walkodiles
3-5 years	1:8	With Walkodiles

- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- A central meeting point must be arranged if the group needs or does split at any point. If the group is to split this must only be done if absolutely necessary i.e. if the whole group cannot fit on to a bus or if there is an emergency.
- At least one member of staff **MUST** hold a relevant Level 3 Qualification and be a Senior of the nursery. Remember, your 50/50 qualified staffing **MUST** be met outdoors and still remain indoors at the nursery.
- At least one member of staff **MUST** be a qualified Paediatric First Aider.
- Staff at the setting **MUST** have written permission from the parents/carers which allows children to participate. This is obtained on the child's Registration Form when joining the nursery. Staff must check every child attending the planned outing beforehand.
- Children are required to wear the appropriate clothing in accordance with the weather conditions.
- We apply sunscreen to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Children must be given a Badge/label to wear that contains the name of the settling and the telephone number (but NOT the child's name) as well as High visibility jackets over their clothing.
- The lead member of staff must also wear a high visibility jacket to ensure they can be seen by all.
- **ONLY** the allocated nursery mobile phone should accompany the outing and **MUST** be kept by the senior responsible person in charge on the outing. The mobile phone must be fully charged and in full working order. Full contact details of the nursery must be stored in the nursery mobile phone. Under **NO** circumstances should a member of staff's phone be taken on any nursery outing.
- 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 and one member of staff will accompany the child to the hospital. The Nursery Manager

must be contacted and notified so that they can contact the child's parents and make arrangements for the rest of the group to safely return to the nursery.

- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- In the unlikely event of a child going missing whilst on an outing the lost child procedure will be implemented immediately.
- If taken, the nursery camera must stay with the person in charge of the outing. In the event that the camera is lost, this must be reported to the nursery manager immediately.
- Where it is identified that a child may need medication, the medication must be taken on the visit and given to the senior responsible person in charge.
- Any child attending the outing who has a completed **Critical Care Plan (HS66)** must have these accompanying them on the trip in a safe plastic wallet. The document is the responsibility of the senior responsible person in charge.
- Emergency medication such as Calpol and Piriton **MUST** also be taken on the outing and will again be the responsibility of the senior responsible person in charge.
- Fresh drinking water and a snack **MUST** be taken in the nursery Outings Bag alongside a First Aid Kit. The Serious Allergy Policy needs consideration.
- The senior responsible person in charge **MUST** telephone the nursery on arrival at the destination **AND** when leaving to return to the nursery.
- For nurseries who operate Forest School sessions or regular trips to care homes a separate Forest School / care home risk assessment is conducted and followed at all times. For Forest School sessions the designated lead is always a level 3 trained Forest School practitioner.
- To ensure all the relevant items needed on an outing are taken with the group the **Outings Activity Checklist (HS64)** needs to be completed before heading off from the nursery.
- Prior to, and during the outing, the **Outings Record Form (HS72)** must be completed and a headcount of the children is to take place every 10 minutes. This form **MUST** accompany the group on the outing, be kept in the safe plastic wallet and be the responsibility of the senior responsible person in charge.

To confirm, the senior responsible person in charge MUST have with them:

- Any necessary **Critical Care Plans (HS66)**
- The **Outings Record Form (HS72)**
- The necessary **Parental Permission Forms – Visits Involving Transport (Appendix 13)**, if transport is being used
- The **nursery mobile phone**

BEFORE leaving the nursery premises the Nursery Manager or senior responsible person in charge **MUST** check **ALL** of the above is complete and in place.

Forest School

Forest School offers children the opportunity to take supported risks appropriate to the environment and to themselves. Any Forest School experience follows a Risk–Benefit process managed jointly by the practitioner and child that is tailored to the developmental stage of the child.

- When using woodland or open space with foot paths, practitioners should agree with the children the area they want to play in, then use boundary bows, red ribbon or red 'X' cards to tie around the boundary points, for example, a tree. Where children are involved in the decision-making process, they are less likely to break any agreement regarding boundaries.
- Children should decide where the welfare bag sits within their space

- Practitioners should practice emergency drills, using a whistle. When the Whistle is blown, children should be advised to stop what they are doing and put their tools down await further instructions. The Forest School Leader must assess situation and remove any hazards.
- On entering a woodland staff and children must wear appropriate weight long sleeved tops and trousers to cover their arms, legs, and ankles. This is to protect them from insect bites, ticks, scratches, and sunburn.
- During heatwaves or minus temperatures woodland areas must be avoided.

Outings Using Transport/Special Event Outings

When planning an outing that involves the use of transport or the children being away from nursery for a long period of time (over one hour) the points below need to be adhered to in conjunction with the above procedure:

- Any outings over one hour must be authorised by the Operations Manager.
- A risk assessment must be completed using the **Risk Assessment Form (RA01)**, prior to leaving the nursery or attending the event.
- Toileting facilities must be a consideration on the journey. Mini pop up tents and portable potties are available to buy.
- Where applicable, the planned destination's risk assessment must be obtained.
- Where transport will be used please consult with your Operations Manager before contacting the transport company.
- Any transport company being used must provide details of their insurance, confirm that their seatbelts are 3 point and that the driver has a DBS.
- Where transport is used parents/carers must sign the **Parental Permission Form – Visits Involving Transport (Appendix 13)** before leaving the premises.
- Where extra staff may be required, the Nursery Manager and Operations Manager must make these arrangements beforehand.
- Parents are welcome to accompany the trip. If they are to be asked to take responsibility for children other than their own, they **MUST** have a current DBS issued within the last 3 years. If enough time has been allowed the Nursery can submit the application for the DBS.
- On long outings during mealtimes, food and drink must be provided at a similar time to those at nursery and drink should be offered throughout the day. Staff must also be provided with food and drink.
- Dietary requirements must be followed, and a dietary sheet must be taken on the outing.
- Critical Care Plans and medication packs must accompany children on trips/outings
- If food is required during the outing, the **Serious Allergy Policy MUST** be adhered to.

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. and include how to contact parents to let them know everything is ok. Further information can be found at:

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