



27. Trips & Outings Policy

Policy Statement:

As part of the nursery's educational approach, outings and visits are an essential part of the children's experiences. Outings and trips provide rich learning opportunities. These include hands-on and interactive experiences, building on what the children are learning in the nursery, exploring the world, interacting with their community, stimulating curiosity, and inspiring new interests.

All outings need to be carefully planned and well organised, to ensure the setting and staff are keeping the children safe. This Policy must be adhered to when planning for any outing and all documentation set out within this policy must be completed.

Overview:

- Parents agree to general consent for children to be taken out as part of their daily activities within the setting. This is completed within their registration documents when they join the nursery.
- There is a risk assessment created or reviewed for each venue prior to every outing.
- Before major outings (those that span a large part of the nursery day, or those over 1.5 miles from the nursery), specific permissions are sought from parents using the company letter template
- A Room Leader, Deputy Manager or Manager must take responsibility for the nursery trip/outing. Checking that all safety measures have been taken and that the trip does not hold any risks to children.
- The nursery mobile phone will be taken on any trip/outing. The nursery landline number, as well as the Directors numbers will be saved on the mobile phone in case of emergency.
- A list of parent/carer contact details will be taken on the trip/outing.
- Accident/Incident forms should be taken on the trip/outing.
- Tissues, wipes, nappies, spare clothes, first aid packs, snacks and water should always be taken on the trip/outing, in the trips bag.
- At least one qualified First Aider must be present at all times.

- Any children's medication must be taken on the trip/outing, and this should be included within the risk assessment.
- The Nursery Manager or Deputy Manager should accompany whole nursery trips.

Supervision of Children:

- When planning an outing for the nursery, it is essential to consider ratios carefully. The Nursery Manager/ Deputy should consider the needs of the children, and what ratio is appropriate. In general, you should plan for: -
 - One adult to two children under the age of two.
 - One adult to three children between the ages of two and three.
 - One adult to four children above the age of three.
- Regular head counts, and name checks should be carried out regularly throughout the trip.
- There should always be a member of staff at the front with the children, and a member of staff at the back.
- Children are named on the trip forms and assigned to a member of staff to ensure each child is fully supervised.
- Should any children be unaccounted for on the trip, the 'Missing Child' procedure outline in the 'Missing Child Policy' should be followed.
- Lone working must never occur, and there must be a minimum of two staff members on every trip.

Transport:

The arrangements for transporting children need to be carefully planned and where necessary, ratios adjusted. This is particularly important where children with disabilities are concerned.

Vehicles used in transporting children must be properly licensed, inspected, maintained, and fully insured for business use.

Vehicles should be fitted to the supplier's instructions with enough safety restraints, appropriate to the age of the children carried in the vehicle.

Any minibuses/coaches must be fitted with 3-point seat belts and have forward facing seats.

To drive a minibus with 9-16 passenger seats, a driver must either: have qualified with a valid full car drivers' licence prior to 1st January 1997, or, if qualified with a valid full car drivers' licence after 1st January 1997 have passed an additional test to gain a Category D1 entitlement.

When children are being transported, there should always be at least one adult in the vehicle excluding the driver where more than three children under the age of 5 years are being transported there should be two adults excluding the driver.

No child should ever be left alone in a vehicle.

Trips/Outings Paperwork:

Visits and Outings and Risk Assessment

For each trip, the following should have been completed:

- A Trips and Outings Register
- A Trips and Outings Responsibility Sheet
- A risk assessment completed, using the company format. (These can be reviewed from a central risk assessment, for regular trips, and updated accordingly, signed, and left with the Nursery Manager / Deputy)

One copy of these forms should go with the trip, and a copy is to be left at the nursery, with the Nursery Manager or deputy.

It is recommended that the trip destination, and transport route be visited prior to the trip. This will ensure that the chosen destination is appropriate for the age, stage, and development of the children.

On a whole nursery trip, the Nursery Manager would keep a copy for themselves, and would ensure that each member of staff has the correct copies for the children in their care.

Accidents/Incidents:

In the event of an accident, or incident staff will assess the situation and, if required, the group will return to Nursery as soon as possible and parents will be contacted to collect their child. In the event of a serious accident: an ambulance must be called to the scene immediately and parents will be contacted. One member of staff will accompany the child to the hospital. A Director must be informed, and careful consideration must be given to remaining staff ratios. If necessary, the rest of the group should return to the Nursery.

APPENDIX ONE

Dear Parent,

We are hoping to go on a nursery trip to:

On:

We would like very much to take your child/ren with us.

If you are available and would like to join us on our trip, please indicate below.

The children will need with them:

Please do not send glass bottles in packed lunches.

The cost of the trip will be.....per child andper adult

We will be leaving nursery at:and returning
by.....approximately.

Please sign the permission slip below and return it to a member of staff by:
.....

I do hope you /your child can join us.

Yours Faithfully

(Nursery Manager)

I/we **do/do not** give permission for my child/ren to go on the outing to
..... (Please delete as necessary)

I **am /am not** available to join you on the nursery outing.

Name of Parent's/Carers available to attend the trip:
.....

Date of trip:

Name of child: (Please print)

Name of parent: (Please print)

Total amount enclosed:

*I confirm that the contact numbers given on the Registration Form are accurate.

Signature of parent:

Date: