

Outing Policy

Early Years Foundation Stage 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. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

3.66. Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

Policy Statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

There is no set ratios within the welfare requirements during outings, however, the following must be adhered. A minimum of two staff accompany children on outings, a Level 3 qualified member of staff or above must always accompany the children on the outing as well as a certified pediatric first aider.

Recommended outing adult to child ratios

- 0-2 years old: 1 adult to 2 children
- 2-3 year old: 1 adult to 3 children
- 3-5 years old: 1 adult to 4 children

Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. It is of the Nursery Manager's discretion as to what the staff and child ratio will be for each outing.

However going on an outing such as for a walk and taking a triple pram the ratio is 1 adult to 3 children as long as the children remain in the buggies at all times.

Parents and students must not be included in the staff/child ratios. However they can be used to help on an outing under supervision of a staff member. Parents helping out on outing must only supervise their own child and no other children.

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the lost child procedure will be implemented immediately.

Procedures Prior to an outing

- The manager / deputy manager must be informed of the planning of the outing.
- Getting parental consent before taking the children on an outing. Parents **MUST** sign the consent form when their child starts at the setting, this is for short outings such as to the local park, shops or to the post box. However, for outings that last more than 30 minutes parents must sign a consent form specifically for the outing and should be made aware of the setting procedures for outings.
- Prior to the outing taking place a written risk benefit assessment **MUST** be in place to identify any potential hazards for each type of outings. This also has to include an assessment of the adults to child ratio and any medical needs of the children taking part in the outing.
- A log of detailed description of clothing each child is wearing in case in the unlikely event of a child going missing.
- 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.
- Ratios are maintained while on outings, though for many types of outings the risk benefit assessment may identify that additional staff are needed to meet the needs of the children.
- Named children are assigned to individual staff member to ensure that each child is well supervised, and it is recorded on the outings form which must also include a list of children with contact numbers of parents/carers, as well as an accident form and a copy of lost Child Policy.
- Children must be given a Badge/label to wear that contains the name of the setting and the telephone number (but **NOT** the child's name) as well as High visibility jackets for children to wear.
- The lead member of staff must also wear a high visibility jacket to ensure they can be seen by all.
- At least one member of staff must hold a current paediatric first aid (PFA) certificate on each outing.
- The person in charge of the outing must take the **outing mobile** phone and ensure it is fully charged and contains credit. **Staff are not permitted to take their own mobile phone, the nursery manager's mobile phone or any personal belongings.**
- During outings the person in charge must contact the manager /deputy manager once they have reached their destination and again when leaving to return to the nursery.
- 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 as well as Ofsted, parents must also be informed.
- A copy of the lost child policy is to be taken on the outing with the lead member of staff.

- If a child requires medication whilst on the outing the nursery's medication policy must be adhered to.
- On long outings during meal times, 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 Plan Boxes must accompany children on trips/outings

An outing bag must be taken, which contains-

- Outing phone
- Nappies
- Wipes & Nappy sacks
- Protective gloves and aprons (for nappy changing)
- Spare clothes
- First aid kit (belt packs will be available from May 2018)
- Tissues
- Hand sanitiser
- Fresh water for each child
- Medication and Medication form (If needed)
- Money (if needed)
- Accident forms
- Outings form
- A copy of the lost child policy

Practitioners must keep a record of the following information concerning the outing; date, time and venue of outing, method of transport, plan route that is mapped out, the risk benefit assessment, time of return and the name of the children on the outing along with names of the staff responsible for them. This information must be kept on site for 6 months after the date of the outing.

All Fennies policies and procedures must be adhered to at all times when on outings.

Internal use only

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
<i>April 2018</i>			<i>April 2019</i>