



**Little Swans Day Nursery**  
**Outings and Trips Policy**

**Policy Reviewed:** January 2018

**Policy Reviewed by:** Samantha Tranter, Nursery Manager & Dianne Smith, Admin Assistant

**EYFS legal requirement:**

*'The provider must take necessary steps to safeguard and promote the welfare of children.'*

Every Child Matters Outcome: **Staying Safe**

EYFS Requirement: **Safeguarding and promoting / Children's Welfare**

Principles into practice: A Unique Child

- Keeping Safe (1.2)
- Health and Well Being (1.4)
- Inclusive Practice (1.2)

Principles into practice: Enabling Environments

- The Learning Environment (3.3)
- The Wider Context (3.4)

Little Swans Day Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. For every outing there will be a member of management designated as the organiser. It is the organiser's responsibility to ensure that this policy is carried out and the outing is carefully planned in order to make it safe and problem free.

For weekly outings such as library visits, computer lessons, sensory room visits as well as visiting senior citizens the nursery requires a signed copy of consent from the parent that is completed when the child starts at the setting and is kept in their records for the duration of their time at the nursery or a parent wishes to change consent. This

form includes a general medical consent. The nursery holds a copy of these forms for each child in their designated area.

For unique trips and outings a new parental consent form will be required. In this form there will be specific details about the outing including date, place and any other relevant information/factors. This will also include a medical consent, medical information and emergency contact details for the parents. The parent must make management and the key person aware of any medication that their child will or may have to take during the trip and the appropriate medical form completed. The parent/guardian will be asked to come into the nursery on the day of the trip if the consent form has not been signed or has been returned incomplete as children will not be allowed to go on a trip if a parental consent form has not been signed or has been returned incomplete.

The travel companies we use for the outings drivers have DBS checks.

Before each trip management will complete a risk assessment form and all other relevant paperwork.

Within the risk assessment form management will detail:

- Time and date of the outing
- Contact telephone numbers for parents in case of emergency
- Contact telephone numbers of parents taking part in the trip
- Venue address and telephone number
- Confirm ratios staff/children
- Give consideration for children who may require additional support
- If travelling by coach parents must give written consent for their child to wear a seat belt
- Check all the insurances for companies venue and transport
- Check code of practice and venues own risk assessment
- Check children and staff for medication and allergies
- Check the outings policy to make sure it is relevant to the trip
- Make sure all adults are aware of the mobile phone procedure for the day in regards to Safeguarding
- Make sure nursery has written consent for photos to be taken for each child
- Each child to wear high visibility jackets with the name and phone number of the nursery displayed
- First aid kit is checked to make sure all contents are there prior to trip
- Parent volunteers to be provided with a volunteer badge
- Group registers are completed with all emergency contact details
- Medications are clearly labelled and given to the designated leader
- Make sure all adults are aware of the no smoking policy
- Check out the fire and emergency procedures with the venue so that nursery staff are aware
- Copies of the register to be left at the nursery with child contact details

## 1. The Value and Purpose of nursery visits and outings

The focus in the Early Years setting is now paid to the quality and effectiveness of the learning and opportunities offered to children; and the strategies used to promote best practice.

At Little Swans Day Nursery, we want to enhance children's learning. Learning in its broadest sense, frequently turns to the exciting and stimulating environments that are provided outdoors. This may be just outside and beyond the classrooms or group based through journeying far and wide.

**Where these opportunities have been well planned and structured, the values have shown to be clear.**

**The children have the opportunity to:**

- Use and apply their knowledge and understanding outdoors, in different and stimulating environments.
- Focus on specific environments from farm visits to problem solving and challenges when we visit activity centres to develop their social skills as well as learning about boundaries and setting personal challenges for themselves.
- Develop an awareness and understanding of the communities in which they live.
- Raise their awareness and understanding of wider safety issues through opportunities to become involved in risk assessment and risk management.
- Learn new skills
- Reinforce existing skills and knowledge through observing closely the outdoor environments and interacting with others. ☐ Enjoy the experience and learn from it.

## 2. Understanding The risks

Serious accidents during well-planned and organised visits are rare as they take place in controlled and safe environments.

The key roles and responsibilities of the nursery, management, supervisors, staff and parent/ volunteers, when taking children off the premises to participate in activities are set out in this policy. We have a **DUTY** to ensure that:

- We make our children more aware of risks and able to manage those risks.
- Parents and others with that responsibility are :
  - Made fully aware of the risks involved in any visits

- Shown how these risks are/ will be managed
  - Informed of what strategies are to be put in place to make them manageable.
- Once this information is in place, parents are able to make an informed decision about giving consent.

Explanation and parental consent does not remove the responsibilities of the Nursery under Health and Safety Law.

### **3. Equal Opportunities and inclusion**

Everyone concerned needs to ensure that every effort is made to include all children. The challenge is to make these activities available and accessible in some form to all who wish to participate. To ensure we are able to do this most trips, activities or visits arranged by nursery are FREE to all children wherever possible.

This is irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. It needs to be remembered that this MUST be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit. These are significant factors to be managed, which may over-ride other considerations.

### **4. Establishing the value of all visits and activities**

All activities arranged by the nursery are expected to have a clear value for the children's learning and development. It is important that this is identified and understood by everyone concerned, in order that:

- Expectations can be set and codes of behaviour agreed.
- Roles and responsibilities are to be clearly identified and determined.
- Appropriate strategies are used to help achieve the goal.
- Parents and others are fully informed of the nature of the visit/ activity.

### **5. Health and Safety Regulations**

Everyone involved in working with children is aware of the importance of Health and Safety. Quite simply, nobody would want any harm to come to anyone involved in a visit or activity.

Whilst the management of the nursery have particular responsibilities, it is a responsibility shared by everyone within the nursery.

The Health and Safety at work etc Act, 1974 and the management of Health and Safety at work regulations, 1999 set out responsibilities.

The nursery also adheres to the requirements of the Early Years Foundation Stage Statutory Framework 2012, which sets out responsibilities regarding the children cared for in the Early Years Sector.

**The Health and Safety Executive and Ofsted enforce all legislation.**

## **6. Individual responsibilities for visits**

### **a. Management**

This is the key role for ensuring that the management of visits and activities meets the regulations and conforms to the nursery's health and safety policy.

This management process needs to be in conjunction with a clear picture of expectations and standards that can be achieved by making the most of the positive learning opportunities presented.

Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of all concerned; the visits and activities; the aims and objectives; and the risk assessments required.

Management may delegate some of their duties to a designated, senior member of staff.

### **6.1 The Group Leader**

This is the person with overall responsibility for the administration, programme, supervision, and conduct of the outing. They are therefore an important part of the health and safety and good practice procedures in place at the nursery. They should understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence.

### **6.2 Members of the group with specific responsibilities**

These people will assist the group leader in all their tasks and activities.

**The list of responsibilities and competencies for the members of the group will need to be supplemented according to circumstances.**

### **6.3 Responsibilities of the children**

- It is essential that all groups are made aware and active in the process of managing the visit.
- Procedures, group and supervision strategies must be explained to the children and understood. This should be done appropriately for the children's age and stage of development.
- Individual and group responsibilities need to be clear, as well as rewards and sanctions for ensuring they are kept ( please see nursery behaviour policy)
- A Code of Conduct negotiated and agreed in an acceptable way, is a key component of educational visits e.g. communication, behaviour, dress code and group supervision. This forms part of the risk assessment and outing checklist which is shared with everyone participating in the trip/outing.
- Everyone should be aware of potential risks and how to manage these, taking into account each child's individual needs and development.

### **7. Approval systems**

The management at the nursery are responsible for approving all visits or ventures that take place. Before approval is given, information is gained from the centres/ providers of the activities to ensure that health and safety, risk assessment and operating procedures are in place.

Centres/ providers will be checked for their appropriateness, their leader's qualifications, expertise and basic operating procedures. These checks will be carried out annually where repeat visits are planned.

### **8. Nursery Trip Insurance :**

The nursery has public liability insurance cover for outings/ visits. This is provided by Aviva.

### **9. Risk assessment and Risk management requirements**

Risk assessment and Risk Management are legal requirements. It also needs to acknowledge that the process represents and promotes good practice.

“Working in the outdoors” encompasses many activities, from using the local environment as an ‘outdoor classroom’ through taking part in recognised

'hazardous' activities. What they all have in common is to use an exciting and stimulating environment to promote learning and personal development. However, if personal development and increasing self-reliance are to be achieved, then we must properly assess, prepare for and manage any significant hazards in these environments and the risks they present.

The process of risk assessment involves the group leader and their team in:

- Looking for and at the hazards involved
- Identifying and assessing the risks
- Deciding what control measures need to be put in place to eliminate or minimise the risk.
- Recording the findings.

The risk assessments are carried out before and during the visit, to ensure the assessment is still relevant.

A record of this documentation is compiled by the Group Leader to ensure that everyone learns and shares the information gained from visits and ventures.

## **10. Supervision**

Supervision is a key element in the success of a visit or venture. It will determine not only the health and safety of the children and staff/ volunteers, but also the quality of the overall experience, enabling learning to take place as well as allowing all those concerned to enjoy the experience and derive satisfaction from it.

Good supervision requires everyone involved knowing what strategies are to be used and what their roles and responsibilities are, as well as having a clear picture of the expectations placed upon them. The ratio of competent adults to children for trips is determined by Ofsted regulations and the risk assessment carried out by the group leader.

## **11. Equal opportunities and inclusion**

The nursery ensures that every effort is made to include all children in all activities. We strive to make these activities available and accessible in some form to all who wish to participate or are required to take part irrespective of their special educational needs or medical needs, ethnic origin, sex or religion. The needs of the child will, however be balanced against maintaining the safety of the group as a whole.

## **12. Communicating with parents or persons with parental responsibility**

Communication with parents will be clear, as full as required and interactive, so that questions can be asked and queries can be answered. Parent's consent to a visit or venture should be based on a good understanding of the purposes, nature and programme for a visit or venture.

Parents should be kept informed of any off- site activities (simply defined as outside the nursery or nursery gates).

### **13. Safeguarding Children**

All children have the right to be protected from harm. An educational visit, off- site provide a stimulating learning environment and in many cases a different and more relaxed or interactive environment.

The nursery is committed to ensuring that:

- Safeguarding procedures are initiated
- Ensuring clear lines of communication and effective liaison between staff managing and supervising this work.
- Ensuring effective lines of communication and effective liaison between all agencies responsible for the safety and welfare of children.
- Enabling children to understand their rights, recognise, and deal with unsafe situations.
- Implementing policy and procedures, the nursery's safeguarding children policy and procedures will be adhered to.

### **14. First Aid**

The nursery's Health and Safety Policy ensures that, as far as possible, the nursery is an accident-free environment. The same standards apply to off-site, including all forms of visits and ventures. The provision of a first aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment.

- The nursery provides adequate and appropriate equipment, facilities and personnel to enable employees, children, parent/carers and visitors to be given first aid.
- Decisions about the deployment of first aiders on visits and ventures are based on risk assessments, which consider
  - The hazard in any environment and the risks they present.
  - Any generic policies in place
  - The group and its needs (including medical)
  - The leaders and activities to be undertaken
  - The transport arrangements



- The remoteness of any location and the ability to summon support
- What first aid qualifications and experience are available at the trips providers locations/centres
- The history of any incidents or accidents in similar contexts.

### **15. Recording and reporting incidents and accidents**

Accidents to children, staff and volunteers will be recorded or reported in accordance with the established procedures already at the nursery.

All accidents and emergencies will be recorded, no matter how minor. Any serious injuries must not only be recorded but also reported under RIDDOR (Reporting, Injuries, Diseases and Dangerous Occurrences Regulations 1995).

All accidents/ incidents regardless of how minor or serious must be reported directly to management.

The types of injuries that should be notified under RIDDOR are:

- Fractures, other than to fingers, thumbs or toes
- Dislocation of the shoulder ,hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury or illness resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation

In the case of a serious injury nursery management and parent/carers must be informed as soon as possible.

### **Volunteers**

The parents/helpers are required to enter into an agreement with the nursery by signing a Parental/carers Bond confirming their support for the rules of the trip.

### **16. Transport**

Transport arrangements are essential part of school visits or outings. The nursery hires coaches or mini buses from approved companies. Management are responsible for ensuring all checks are carried out beforehand including CRB checks and insurance.

**The use of private cars:** Private cars will not be used to transport children unless adequate cover is confirmed.