

## Visits and Outings Policy.

3.89 Children must be kept safe while on outings. Providers must assess potential risks or hazards 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 staff to child ratios. The risk assessment does not necessarily need to be in writing; this is up to providers.

*EYFS Statutory Guidance. pg.41*

### **Our policy for Outings:**

#### **We believe:**

Visits and outings are extremely important as this enables children to make sense of the outside world as well as gaining many different experiences. Outings vary from visiting the local park, trips out on trains and buses; we also visit a variety of other places during planned outings. A risk assessment will always be carried out before children are taken off nursery premises.

Staff have a duty of care to safeguard all children both in and out of setting; see Safeguarding and Child Protection Policies.

### **Our procedure for outings is:**

#### **We support this by:**

- A risk assessment will be undertaken to ensure that correct levels of staff are present and identifying any potential hazards on the journey or at the location.
- The nursery office will be manned whilst the trip is ongoing and act as the emergency contact.
- Each key person will have a designated group of children that they have full responsibility for.
- There will always be at least one qualified first aiders on the trip; this will be higher if the category of risk of the trip is higher.
- We may have higher staffing ratio if children with a additional needs are present. It may be that a 1:1 ratio is required.
- Whilst out members of staff must have a nursery mobile phone, keep in regular contact and give an expected time of return. Essential items will be taken on the trip such as first aid kit, contact numbers of parents/carers, mobile phone, registers
- Signed parental permission will be obtained from the parents/carers of each child via our online system
- All children will be taught and reminded of how to keep themselves safe from strangers by being wary of anyone they do not know who may approach them and who to go to if they get lost or are in trouble. (Police/Shop Assistant etc)

#### **Transport**

- Vehicles used will be properly licensed, inspected (MOT) and maintained.

- Where appropriate sufficient numbers of safety restraints, suitable for size of children to be carried, should be available.
- It may be that booster seats are required for smaller children.
- This can include private cars, minibuses, coaches, taxis or public transport
- Child restraints are compulsory in private cars. For taxis and minibuses the law clearly states that appropriate restraints should be used.
- No child must ever be left in a vehicle unattended.

Before taking any children on a visit or outing, it will be determined what the children are to get out of the experience through planning and discussion between staff members. All staff should be made aware of the desired outcomes and the visit/outing evaluated on return. Children will be consulted and included in any planning.

### **School Runs**

Our setting completes the relevant school runs on foot. A risk assessment of the identified route will be regularly reviewed and updated as necessary. Staff are responsible for children up until they enter the school classroom when dropping at school and as such will ensure the following:

- There will always be at least one qualified first aider on the school run.
- Staffing ratios for each school run are 1:8
- We may have higher staffing ratio if children with additional needs are present. It may be that a 1:1 ratio is required.
- Essential items will be taken on the school run such as first aid kit and nursery mobile phone
- All children will wear a high viz jacket which includes the name and telephone number of the setting.
- Children will walk in pairs decided by staff members, with the oldest most mature children at the front and youngest at the back.
- Where there is 1 member of staff, the staff member will walk at the back with all children in front in full sight at all times.
- Where there are 2 staff members, 1 staff member will be at the front and one at the back.
- Staff will teach and promote safe walking to all children following the green cross code, 'Stop, Look and Listen' at all times.
- All children will be kept in full sight when walking to and from school including in the school playground and up until each child enters their school classroom.
- Should there be any issues or accidents which requires the support of further staff, staff will immediately ring the setting for support.

### **Lost child/children**

In the unlikely event that a child is lost on a visit or trip, the same procedure is to be followed as in the 'Lost and missing children' policy.

To minimize the risk, all children will wear a high viz jacket which includes the name and telephone number of the setting. A record will be taken of what the children are wearing on the day of their trip, if necessary.

The staff will have an emergency contact at the centre. The contact will be available until everyone has returned.

We will follow <http://www.childcarseats.org.uk/> Dept. for Transport (Think) site.

<http://www.thinkroadsafety.gov.uk/> for up to date information on car seats and seat belt law.