01.6 Short trips, outings and excursions

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 and volunteers are aware of and follow the procedures as laid out below.

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another area to maintain ratios on an outing, they are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents/carers are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompanies children on outings. There is a ratio of 1:2 for some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/carers on outings are responsible for their own children only.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- A mobile phone belonging to the setting and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately.
- Children wear badges or 'high viz' vests with the name and number of the setting.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

- Staff have emergency contacts, medication, accident book, a copy of our missing child policy and equipment needed for children.

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the Pre-school Lead and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- Outings are recorded in an outings record book kept in the setting, stating:
    1. The date and time of outing
    2. The venue and mode of transport used
    3. The names of the staff members/volunteers assigned to each of the children
    4. The time of the return

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

Transport

- If coach hire is required for an outing, only reputable companies are used.
- The Pre-school lead ensures that seat belts are provided on the coach, and that booster seats and child safety seats are used as appropriate to the age of the children.
- The maximum seating capacity of the coach or minibus is not exceeded.
- As a precaution we ensure that children do not eat when traveling in vehicles.
- Contracted drivers are not counted in ratios.
- Public transport should always be within a ratio of 1-2 (unless agreed with the Pre-school Lead).

Where transport is provided by the setting

- Records are kept including insurance details and a list of named drivers.
- Drivers using their own transport should have adequate insurance cover.

Further for guidance, refer to the insurance provider.

Larger outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the Pre-school Lead.
- Risk assessments are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

Further guidance

Daily Register and Outings Record (Alliance Publication)

Introducing Forest School in the Early Years (Alliance Publication)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)