

Little Trinity Ltd

Policy for Outings/Trips

At Little Trinity we recognise the importance of trips and outings and encourage children to participate in planned and spontaneous outings in order to enhance the opportunities provided.

Parents/Carers, who enroll their child/ren at Little Trinity Nursery, are asked to sign an open-ended permission form allowing staff to take their child/ren on short spontaneous walks to the local shops, post box, or around the local area. In all cases a RISK ASSESSMENT will be carried out before leaving the building.

We value all Parents/Carers who do not wish their child to go on spontaneous outings. These wishes are respected and child/ren will be left with another group within the nursery for activities.

Procedures:

- * The Nursery Manager must be informed and oversee the organisation of any trip/outing.
- * All parents should be well informed of the trip/outing and provided with plenty of notice and detail.
- * Written consent from the parents must be obtained for every child prior to them attending any trip/outing.
- * Emergency contacts must be provided by the parent on the consent form (these must be taken on the trip/outing).
- * Consent for emergency treatment must be obtained from the parent (these must be taken on the trip/outing).
- * Parents should be encouraged to participate in trip/outing however they must only take charge of their own child and must never be left unsupervised with any other children.
- * The Nursery Manager will attend the trip/outing, and be present during it at all times.
- * At least one qualified first aider (this is dependent on the group size) must be present at all times.
- * A first aid kit must be taken on the trip and all staff must be informed of which staff member is in charge of the kit.
- * Staffing ratios must be maintained at the same level as in force in the nursery.
- * Please note the ratios may need to be reduced depending on where the children are visiting and the route that they are taking. A Risk Assessment will determine this.
- * At the very minimum 50% of the adults must be qualified at Level 3 or above.
- * All dietary requirements must be adhered to and a full list of these requirements must taken on the trip/outing.
- * Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day.

- * All medical needs must be adhered to during the trip/outing and all medication taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children.
- * Nappy, wipes, spare clothes etc. must be taken for those children who need them
- * Transport must be fully insured (and confirmation of this sought and recorded)
- * The maximum seat capacity of vehicles must not be exceeded at any time.
- * The person in charge must take the nursery mobile and ensure it is fully charged and contains credit. Staff are not permitted to take their mobile phones or any personal belongings.
- * The nursery camera must stay with the person in charge of the trip/outing. In the event that the camera is lost, this must be reported immediately and the parents informed when they collect their child.
- * All children must be provided with adequate clothing.
- * All adults must be provided with a list of children attending the trip and the specific group that they are in charge of, it must also list any specific details relating to those children (medical and diet etc).
- * A regular head count should be conducted and the coach must not leave unless all children are accounted for.
- * A central meeting point must be arranged if the group needs to split at any point.
- * All Policies and Procedures should be adhered to while on the trip/outing.
- * A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager prior to the trip taking place.

Checklist for visit/outing

- ✓ Consent forms for all children (which include emergency contact numbers).
- ✓ A thorough trips and outings risk assessment has been complete.
- ✓ List of children attending the trip and those who are responsible.
- ✓ List of dietary and medical conditions along with medication.
- ✓ Nappies, wipes, tissues and spare clothes (if required).
- ✓ Nursery Mobile (fully charged and containing credit).
- ✓ First aid kit.
- ✓ Protective equipment for staff.
- ✓ Sun cream (with consent) and a sunhat- where applicable.
- ✓ Suitable clothing.
- ✓ Correctly stored food and drinks (for staff also).
- ✓ Reins if required for specific children.
- ✓ Push chairs should be taken for children who may become tired.

Risk Assessment

A comprehensive risk assessment is carried out by the manager before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Whether risk is high, medium or low?
- What steps will be taken in an emergency/any further action?

The manager planning an off-site activity will make a preliminary visit to the venue, in order to carry out an on-site risk assessment.

Procedures where a child is lost on an outing

- If the Nursery's policies and procedures are being observed the likelihood of a child being lost is small. Very occasionally a child may become separated from the group on an outing or become lost.
- With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing.
- If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group.
- That staff member key children should be re-allocated to other members of staff so that staff member can widen the search.
- The police will be informed and all the children will be returned to the Nursery.
- The Nursery manager will contact the parents immediately.
- At the end of the day the manager will complete an incident report.