

Outings Policy



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Summary

At Dicky Birds, we believe children should go out and about, be in touch with nature and experience life in the local community as much as possible. Regular walks and trips to local parks and other venues are very much encouraged and can benefit children hugely. Special events such as trips to the farm are also encouraged.

As well as enhancing learning opportunities, we must also manage enhanced risks associated with leaving the safety of our premises. We have clear procedures that staff and adults must follow to ensure children are kept safe while on outings.

Procedures

Parental Consent

- Only children whose parents have given consent will be taken on outings.
- Parents are asked to sign a general consent form when their child attends the nursery – this covers smaller outings in the local area (e.g. going to the post office or Local Park).
- Parents are required to give specific consent for their child to participate in regular extra-curricular activities that take place outside of nursery – e.g. ballet classes or swimming.
- Parents are always asked to sign specific consent forms before major outings (e.g. a visit to Hampton Court or Hobbledown Farm) that will involve longer periods outside nursery and the use of public transport.

Before an outing takes place

- The Organiser must fully complete an Outings Form.
- The Outings form details the children who will go on the outing and the staff/adults who will supervise.
- The Outings Form also includes a checklist, risk assessment, timetable of events and confirmation of the route to be taken – this is to support effective organisation, risk assessment and record keeping.
- All staff/adults going on the outing MUST have an understanding of the purpose of the outing, route to be taken, risk assessments, number of children, allergies, medication required and any medical conditions.
- The Outings Form is checked and approved by the duty manager and is kept on-site.
- The duty manager will ensure that the 6-seater buggy/regular buggies are in good working order and that the children are firmly strapped in before an outing departs.
- A general risk assessment for regular outings and venues is completed and regularly reviewed.

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- We will endeavour to visit the venue prior to the visit if this is a place that has not been visited previously.
- All venue and route risk assessments are available for parents to view, if they wish.

Staffing Rules

- The Organiser of the outing must have received specific training in relation to outings.
- The Organiser should be at least Level 3 qualified or specifically approved as suitable for this responsibility by the Nursery Manager.
- The Organiser is recognised as the 'person-in-charge' and responsible for ensuring the outing is conducted safely and all procedures are followed.
- A minimum of two staff should accompany children on outings, unless a solo outing is warranted and specifically approved by the Nursery Manager (e.g. a short walk to soothe a tired baby or a local school pick up.)
- Head counts will be carried out at **each exit /entry point** when leaving/returning to the nursery building.
- Regular head counts will be carried out throughout the outing.
- At least one member of staff must be paediatric first-aid trained. Solo outings must be conducted by a paediatric first-aid trained member of staff.
- A staff member with Anaphylaxis Awareness training must accompany the group if a child/member of staff on the outing has an epi-pen or similar at nursery

Keeping Safe whilst out and about

- Named children are assigned to individual staff/adults to ensure they are properly supervised at all times
- All children will wear a personalised Dicky Birds high visibility vest (documents nursery telephone number)
- Staff supervising children taking part in Forest School activities will wear a personalised Dicky Birds high visibility vest (documents nursery telephone number)
- Babies and Toddlers travelling in a 6 seater buggy/regular buggy will be strapped in at all times whilst travelling.
- Safety straps will be used to keep younger children safe near traffic/ water - these are attached to an adult's wrist whilst walking/ standing near water. Children must also walk as far away from the kerb edge as possible.

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- Children at the Breakfast and After School Club will be taken to and from school using a walking rope and may also wear a high visibility vest. The manager will decide if the walking rope should be used on smaller group outings in the local vicinity.
- The group will follow the planned route and timetable of events unless there are extenuating circumstances that prevent this which require a variation to plans.
- There may be opportunities for parents to assist on outings. The manager will speak to the parents prior to the visit regarding health and safety and code of conduct.

Ratios when out and about

Children under 2 years

1-3 when travelling in a buggy or the 6-seater buggy.

1-2 when out of the buggy or the 6-seater buggy, once arrived at destination. i.e. The park

Children aged 2-3 years

1-3 whether the children are in a buggy or walking, walkers will be attached to an adult with wrist straps, 1 child will walk on the kerb side and two will walk on the other side of the adult.

Children aged 3 years Plus

1-4

Prior to setting off the children will be assessed and their capabilities and individual needs considered, an adult with 4 children should have one child holding each hand and the two considered to be most sensible should walk in front of the adult holding each others hands. Wrist straps will be used by the adult for each child to his/her right and left hand and for the two children walking in front.

Children are taught that the road is very dangerous and that they must stay as far away from the kerb edge as possible.

Where a pavement narrows staff must risk assess whether it would be best to create a different formation i.e. move the children into single file.

There must be no more than one child walking on the curb side and this child must be holding a member of staff's hand and wearing a wrist strap

Equipment

- The 6-seater buggies and regular buggies are well maintained, the brakes, tyres and straps are checked by the duty manager before an outing departs, they are not used if they are defective in

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any way, faults are reported to the maintenance team and the 6-seater buggies/regular buggies are not used until they have been repaired.

- Staff take appropriate supplies on the outing – this includes drinking water, tissues, nappies, wipes, spare clothing etc. Supplies will vary depending on the type of outing, times and duration
- Only the organiser of the outing is permitted to carry a **nursery** mobile phone **(without camera)** for emergency use only, unless additional nursery phones are provided.
- A mini first-aid pack will also be taken and any necessary medication (e.g. inhaler/epi pen)
- **Emergency medication must be kept away from the children at all times whilst out and about**
- Piriton will be taken on Forest School outings and pre-organised group trips to the farm ONLY

Vehicles & Transport

- Outings which require the group to travel on public transport will generally only apply to children who are 3+, where possible the children will be seated at all times whilst on the public transport, if a seat is not available the children will be attached to the adults using the wrist straps and staff will ensure that the children hold onto safety rails/poles etc. as appropriate.
- Vehicles or transportation used will be appropriately insured.
- Seat belts or appropriate car seats will be used where available

Accidents or Incidents

- The Organiser must ensure they have appropriate contact numbers whilst on the outing – this should include the nursery phone number and also Head Office number in case of Emergency.
- Any incidents or accidents **MUST** be reported to the Nursery Manager or Deputy Manager as soon as the Outings party return to the nursery or if appropriate during the excursion.
- Appropriate forms **MUST** be completed as soon as possible upon return – e.g. Accident Form.
- Lost/Missing Child: In the event of a child being lost, the Missing Child Procedure will be followed.

Emergency situations

If an emergency situation arises which could be life threatening or if a child or a member of staff is badly injured whilst on an outing the emergency services must be called immediately (999) the nursery manager must be informed, he/she will contact head office who will alert senior management for immediate support.

Staff and children must not attempt to return to nursery until other staff arrive to ensure that they can be returned safely as per ratio.

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Linked Policies

- School Run Policy
- Missing Child Policy
- Extra Curricular and Sport's activities
- Forest School and Swimming

To be used in Conjunction with the following Nursery Forms, Documents & Resources

- Outings Consent form; Outings Form; Risk Assessments; Safety Straps, high-visibility jackets;

Reviewed	<i>January 2018</i>
Reviewed by	<i>Rachel Berry, Owner</i>
Date to be Reviewed	<i>January 2019</i>