



Outings Policy

Procedure for outings off Campus (including forest schools and local area walks/visits).

- No walks if DHoC out of the building
- No walks if dark or if weather is deemed too dangerous e.g stormy weather, extreme heat.
- Proposed outing (including mile walk, local area walk, visit to shops/park) to be agreed by DHoC prior to event.
- Staff should discuss and plan in advance the details of the outing and the focus of the trip, ratios, transport, etc.
- A risk assessment for every outing must be undertaken. Staff must complete a Risk Assessment Form if using a new venue outing or trip.
- Evolve must be completed and approved prior to outings. EDC Excursions code of practice should be consulted when completing plans and risk assessment.
- A risk assessment for any individual child who requires special consideration should be undertaken if required.
- Staff should read and be familiar with risk assessment for walks/outings.
- List of children's names should be placed on whiteboard with time of departure and names of staff accompanying. Time should be noted on return.
- If possible staff should visit the proposed area first, before going on the outing. If not possible venue should be contacted access a risk assessment.
- Consent forms should be completed in accordance with East Dunbartonshire Council. Parent/carers must check details before signing the consent form and ensure emergency contacts are up to date.
- 1 copy of the consent form must be taken on the outing by the lead person
- 1 copy of the consent form must be left at the nursery
- If parent helpers attend the trip they must be advised on guidelines to follow during trip
- Staff are required to take first aid bag, walkie talkie if range appropriate and mobile phone
- On checking medical needs of children prior to walk/excursion staff should take any medication with copy of parental consent with dosage etc for specific children
- Staff are required to return consent forms back into folders when returning.
- Staff should ensure that on arrival, areas are monitored for hazards.
- Staffing ratios must be adhered to. Additionally, where possible parents should be encouraged to join in as they can be responsible for their own children and allow staff to concentrate on the other children. The ratio is 1 adult to 2 children if transport is used and 1 adult to 4 children if it is an outing in the local area. Depending on the needs of individual children it may be necessary to have ratio 1:3 or 1:2. Ratio adopted for 2 - 3 year olds is 1:2.
- Children should wear hi-visibility vests
- When walking ensure there are 'no gaps' within the line of children. Staff at front and end of line should be able to hear each other (within shouting distance). Children should be counted at regular short intervals.
- **Staff regularly undertake head counts at start/end and frequently throughout walk/excursion.** The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.

- **Safety procedures should be shared with children prior to walk/excursion. Staff should ascertain understanding from children.**
- A label must be attached to all children showing the name of the nursery and telephone number of the nursery. This label must be displayed on the child in a manner which is visible and is not easily removed by the child (if possible). This is only required on outings which require transport.
- Toilet facilities must be provided for the children at regular intervals. If it is the child's own parent then they can take their own child to the toilet. If it is not the parent of the child then a staff member must take the child to the toilet.
- Food and drinks must be provided at similar times to those in the nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- Spare clothing must be taken in case of accidents.
- All parent helpers must be issued with guidelines prior to the outing and be briefed on the rules prior to departure by the key worker.
- All children must return to nursery to be signed out, (even if parents accompany during the walk)

At the conclusion of each outing the staff will complete a review of the outing evaluation sheet, noting the following:

- Any particular problems with transport (eg, coach arriving late, no seat belts etc)
- Any particular problems with the venue (eg, nowhere to shelter during rain)
- Any particular problems with specific children (illness, distress, etc)
- Educational benefits of the visit
- Comments from parents
- Recommendations for future visits.

Prior to each outing the staff will refer back to the reviews and take accounts of comments when preparing for the next outing.

Links to:

How Good is our early Learning and Childcare: Q1 2.1 Safeguarding and Child protection
National care Standards: Health and Wellbeing - Standard 3:"Each child or young person will be nurtured by staff who will promote his or her general wellbeing, health, nutrition and safety."

This policy has reviewed and updated following consultation with staff and parent/carers

Signed

February 2022