Outings Policy

1. Introduction and Context

Home from Home recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS.
Whilst undertaking trips and outings Home from Home recognises the importance of safety at all times.
This policy outlines the procedure in regards to taking children off site from 69 Grand Avenue, Worthing. It also outlines the procedure to be undertaken whilst off site and guidance for all home from home employees whilst working off site on an outing. It also ensures we meet our statutory requirements to appropriately risk assess and plan for children under our care outside of the main setting.
This is in accordance with The Early Statutory Framework 2021 section 3.65

2. Contents

The following sections are included in this policy document:

1. Introduction and Context
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3. Nursery and Employee Responsibilities
4. Organisational Procedure
5. Outing Aims
6. Lost Child Procedure
7. Transporting Children to Hospital – Procedure for employees
8. Review
9. Version Control

Appendix 1 – Trip form

3. Nursery and Employee Responsibilities

Approval of Outing or Trip	**Senior Manager to trip leader** e.*g., Nursery Manager if trip leader is Baby Room Manager. Toddler Room Manager if trip leader is Toddler Room Team Leader.*
Overall Trip Risk Assessments	**Nursery Manager – Sophie Eade**
Trip Form	**Trip Lead**
Safety Arrangements on Trip	**Trip Lead**
Development of Outing Policy	**Senior Team**
Trip induction for new team members	-**Relevant Line Manager**

4. Organisational Procedure

Step 1-Completion of trip form

- Children attending trip to be recorded on the trip form (See Appendix 1)
- Children allocated to relevant employee **See section 4*

- Trip location and times to be recorded on trip form
- Trip contact details of relevant nursery mobile phones to be recorded
- Trip checklist to be completed and all relevant items accounted for e.g., drinks.
- If a child has any medical needs this should be written on the trip form and any medication should be put in the trip bag and labelled with the child's name.
- Form then to be approved and signed by senior management team (Baby Room Manager, Toddler Manager, Preschool Manager or Nursery Manager).
- Form then to be photocopied and placed on the main board in the Office.

Step 2-Preparing to leave the building

- The relevant risk assessment form should be placed in the trip bag with route map
- The trip form should be placed in the trip bag and be fully completed
- Parental and emergency contact information for all children attending must be in the trip bag
- Check trip phones are fully charged and topped up with credit. If phones are not fully charged and do not have credit the trip cannot occur. Whilst on a trip, trip phones **MUST** be on held your person at all times.
- First aid kits must be packed and full equipped
- All employees attending the trip must have read and understood this policy and there **MUST** always be a Level 3 qualified member of staff present on the trip.
- Children must be dressed appropriately in relation to the weather and location e.g., sunhats and sun cream, water proofs or warm clothing.

Step 3-Preparing to leave the site

- All relevant children must be gathered and head counted before leaving the site
- Buggies should be set up outside the building ready for children. No children should be taken inside the buggy shed
- Children must be securely placed in buggies if in use and never left out the front of the building unattended
- Adults remaining in the building should conduct a headcount of the remaining children not attending the trip
- The group leader must notify a senior member of the team the time they are about to leave
- The group leaving for the trip must ensure the front door is securely locked behind them
- The trip lead should ensure the children are signed out on the register and the employees on the trip are signed out of the staff signing in sheet.
- Employees to ensure they take off their badges and have nothing with them that has the Home from Home logo on to ensure confidentiality.

Step 4-Organisation whilst on trips

- When venturing to trip locations the specific route map must be followed. I*f any hazards occur and the route cannot be followed a senior team member must be contacted at the nursery to advise of the alternate emergency route*.

- Children aged under 3 must remain in a buggy (or carrier) at all times when venturing to and from a location
- Once at the location the trip leader should conduct a dynamic risk assessment of the area and assess any new or additional risks not previously identified. This should be shared with all other adults and contingency plans put in place
- When children are exploring the area all available adults should ensure they follow a 'one up, one down' procedure. This means if one adult is interacting with their head down the other should be overseeing the entire group and conducting consistent headcounts to ensure children do not stray or abscond.
- All adults should conduct headcounts at least every 5 minutes
- Allocated adults should take particular note of what each child is wearing and make a mental note of this if they need to action the lost child procedure
- When leaving a location one adult should place a child in a buggy one at a time whilst the other adult oversees the wider group
- A headcount must be taken before leaving the area
- Employees are not to disclose what nursery we are from to members of the public, to safeguard the children and protect confidentiality.

Step 5-Returning from trips

- The specific route map must be followed upon return. I*f any hazards occur and the route cannot be followed a senior team member must be contacted at the nursery to advise of the alternate emergency route*.
- If for any reason you see a parent on the way back to nursery and they want to take them home early. The trip leader must call the nursery manager to notify them of this so the trip form can be amended.
- Upon arrival back to the setting children must be carefully removed from buggies and head counted back in to the room/setting.
- All items should be removed from buggies and returned to the buggy shed

Additional organisational procedures

- There **MUST** always be a Level 3 qualified member of staff present on the trip.

- Full risk assessments are prepared in advance for each separate trip. All potential hazards are assessed and strategies are put in place to minimise risk. The route will be walked and risk assessed according to how many roads need to be crossed to reach destination.

- Children will wear high visibility vests.

- Parents and other adults will be encouraged to join any visit or outing in order that we have a maximum ratio of;
  0-2 year olds-1:3
  2-3 year olds-1:4
  3-5 year olds 1:6

- Triple and quad buggies are in place to support appropriate ratios and travel.

- Pre-School children will walk in twos or threes either side of an adult on the kerbside if near a road, pre-school children will also be required to hold an adults hand or the hand of a confident peer throughout the duration of the walk, until practitioners deem it safe for the children to play freely, in areas such as enclosed parks. Our Baby and Toddler Unit children will be pushed in double, triple or quad buggies. Rain covers will always be taken and also blankets in cold weather. (Sun hats will be worn in hot weather and sun cream applied.)

- Additional written permission from a parent/carer will be obtained for any trips requiring the use of public transport.

- Great care will be taken crossing any roads, with an adult 'holding up' the traffic until all the children have safely crossed.

- Any accompanying adults will be briefed on their role and what is expected of them. Adults will bring drinks, snacks, nappies and tissues for the children and any necessary medication.

- The nursery will provide two mobile phones for any outing, these will be fully charged, have enough credit for use and the phone will be on loud and in possession of an employee at all times. Employees can make calls to communicate with the setting and in the case of an emergency. A first aid kit will be taken, along with the telephone number of our Baby, Toddler and Preschool rooms as well as the office and managerial mobile (this phone is answered at all times) and of all the parents and their emergency contact numbers.

- Any child with a Health Care Plan must have a physical copy of the Health Care Plan in the trip bag. Along with any relevant medication, relevant medication must be easily accessible and available on the trip at all times.

- All dietary requirements must be adhered to and a full list of these requirements are taken on the outing.

- At least one first aider must be present on a trip with a first aid box

- First aid equipment / any medication should be in the care of one adult and all adults and children should know who that person is.

5. Outing Aims

- To extend children's learning experiences
- To support the belief that wherever possible the learning experiences should be 'first hand' experiences

- For children, parents and other adults to see that learning takes place all the time, not just at set times within the group or at school
- For children to have experiences alongside other children, to have shared experiences
- For the children and the group to be seen as part of the local community, taking an interest in and learning about the local area, how it functions, its history.

Part of the learning process is:

- Talking about the purpose of the visit
- What they will be looking at or doing
- To whom they will be talking and listening
- How they will be organised
- How they will be expected to behave
- Parental consent is obtained in advance via permission forms for local trips within the neighbourhood area
- Parents/Carers are informed prior to a trip outside of the local neighbourhood via public transport e.g., bus or train. Additional consent is obtained.

6. Lost Child Procedure

In the event of a Lost Child, staff will follow the procedure below as stated in our ***Lost Child Policy***:

In the event that a child is missing, the following steps will be taken:

1. The employee who first recognises that there is a child missing should calmly and quietly alert the other employees on the outing.
2. 1 or 2 employees gather all children together in one area for a story.
3. The employee leading the outing will check immediate vicinity whilst calling the Nursery Manager to inform them of the situation.
4. The employee should then shout as loud as possible to the nearest person a clear description of the child:
   "CHILD MISSING. BOY, 3 YEARS OLD. BROWN HAIR. BLUE HOODY, BLACK TROUSERS, GREEN WELLIES"
   This will enable civilians, who may have seen the child, to be able to recognise their description and remember if they have seen the child. Once this has been shouted to the nearest person, the employee will then immediately begin searching. If the employee comes across any other civilian, they must give the exact same description.
   It is important when completing the trip risk assessment prior to the trip, that the staff members delegated to each group of children make a mental note of their clothing that day.
5. The nursery manager must immediately travel to trip location to aid search.
6. After a maximum of 5 minutes of investigation depending on the risk level of the environment, the employee leading the trip will call the police and use the 'Emergency site information form' to tell the police their exact location and any other information they need. (See Appendix 1)

7. The nursery manager to call the parents as soon as they arrive at the site.
8. The remaining children will be supervised together until arrival and further guidance from the police.
   A copy of this procedure is taken on all outings along with every parent's contact numbers.

Immediately after the event, the nursery will conduct a full investigation to see if lessons can be learnt and OFSTED will be notified.

7. Transporting Children to Hospital – Procedure for employees

If a child is severely injured or sick, the employee leading the trip will call the manager to inform them of their situation. The manager will immediately travel to the trip location to support.

The trip lead will call for an ambulance immediately. If an ambulance is unavailable or will take significant time to come, the manager will arrange a taxi to transport the child and the employee to the hospital. If a taxi is not available an employee can drive the child to hospital with another employee present to support the child in the car.

When calling an ambulance, dial 999, and asking for an ambulance. Answer all questions honestly and clearly. Provide the details of the location of where you are on the trip (this will be located on the Emergency site information sheets)

Whilst waiting for the ambulance, the manager or deputy manager will contact the parent and arrange to meet at the hospital. A team leader, deputy team leader or senior manager must accompany the child and the employee at the nursery should gather together registration forms, any medication sheets, medication, and the child's comforter and bag and arrange for this to be taken to the hospital. Nicola Law must also be informed immediately. Remain calm at all times. If you are confident and assertive the child will feel reassured.

Reports should be written up by the manager/deputy manager, team leader/key person, and any witnesses to be kept on file. Members of staff will be offered time out and an opportunity to discuss what happened and how they are feeling.

8. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

9. Version Control

Version	Date	Status	Comments	By
1	June 2022	Issued		Polly Manners
2	July 2022	Reviewed		Polly Manners

3	November 2023	Reviewed	Added Version control & bit about what to do if a parent wants to take a child home from a trip.	Sophie
4	November 2024	Reviewed	Added Transporting Children to Hospital – Procedure for staff	Sophie
5	June 2025	Reviewed	Added appendix – trip form	Sophie Eade

Appendix 1 –

Trip Form

Date_____ Time Leaving_____ Estimated return time _____.

Location of trip_____.

Trip Lead _____Other Staff members_____

Names of Children:

1._____.

2._____.

3._____.

4._____.

5._____.

6._____.

7._____.

8._____.

Trip phone numbers _____

Any medical or social needs of the children _____.

TRIP ESSENTIALS CHECKLIST

(These must be checked and ticked off before leaving)

- ☐ Emergency contacts
- ☐ Mobile phones
- ☐ Fully stocked first aid kit, any necessary medication (epi-pen, inhaler)
- ☐ Individual drink cups
- ☐ Spare nappies
- ☐ Rain covers in bottom of buggies
- ☐ Blankets (depending on weather)
- ☐ Nappy sacks
- ☐ Tissues
- ☐ Wet wipes
- ☐ This risk assessment
- ☐ Ipad

☐ HIGH – VIS VESTS

Signed by Supervisor:_____.