



# Outings Policy and Procedure

As a small local nursery Mulberry Corner promotes mini outing within the community as well as, once a year, one big outing elsewhere. We encourage these outings to take place as we feel it is important for children to learn boundaries, road safety, risk taking, awareness of the environment and social skills. By doing this at a young age we feel that they will be more vigilant and have an understanding of the environment around them, which will benefit them as a whole to take forward and use throughout their lives.

All outings, whether big or small, can only proceed as long as the child ratio is maintained at all times. When conducting outings we ensure that there is always an extra member of staff in addition to the correct child ratio, as a precaution, in case of an emergency of any kind. Our ratios are as follows for outings:

2yr olds: 1:2

3yr olds: 1:4

4yr olds: 1:4

The staff as a whole will discuss each child individually in an outing meeting before the actual outing, agreeing which children are capable of holding hands together and which children require adult one to one or adult holding a particular child's hand within a group. The reason for this is so we have control of the children along with staff knowing who is with whom, making the outing run more smoothly and safely.

When a child starts the setting, parents/carers are required to fill out a child information form and within that form there is a list of questions in which we ask parental consent by ticking the box and then signing the form. Parents/carers are required to answer the following:

1. I consent to my child participating in mini off site outings around the community;  
and
2. I consent to my child participating in a big off site outing possibly involving going on a coach.

We will always look at each outing we conduct individually and make sure that all parents/carers are aware of the outing that day, informing them of where it is, how we are getting there and what we will be doing once we are there. For the main big outing that we conduct once a year we will send out a written letter to all parents/carers asking if they would like their child to attend the outing. We will provide information of where and when

the outing will be, along with a permission slip that has to be signed by parents/carers. If this permission is not signed, the child will not be able to attend the outing.

Before any party leaves for an outing the staff ensure that all of the children and staff participating on the outing are signed out in the appropriate register.

The Health and Safety officer (Sabrina) and the Manager (Emma) are responsible for conducting and receiving risk assessments before the nursery proceed on an outing.

For our mini outings in the community we will go to [three] different areas within the community. Therefore we will conduct [three] different risk assessments tailored to each individual outing. These risk assessments are updated on a termly basis or sooner if the route has been slightly adapted or become hazardous in any way.

All risk assessments are kept in our Health and Safety folder which is kept on the shelf in the cubby hole in the middle of the nursery. We encourage parent/carers to ask any time to look at risk assessments if they wish.

An outings folder is kept on the shelf in the cubby hole in the middle of the nursery and within this folder we store all information regarding all types of outings such as:

- Details of all outings attended;
- Details of what to take on an outing, with separate details for small or big outings;
- Insurance and vehicle information from any drivers used;
- Details of children's consent forms and receipts.

Other information such as children's personal details is kept in each child's individual folder which is located in a locked filing cabinet in the kitchen at nursery.

**For all outings the following procedures must be followed:**

- Written permission from parents/carers is obtained for outings when a child first joins the nursery.
- Staffing ratios must be maintained as detailed in the second paragraph of this policy.
- Additional staff/volunteers will accompany the outing when available to increase the ratio.
- A first aider must be present and a suitable first aid box must be taken.
- Information regarding children's contact numbers, allergies etc. must be taken.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing using an outing register.
- Supply of nappies and wipes should be taken and it should be established prior to the outing that there will be facilities to cater for changing children.
- 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.

## Risk assessment

A comprehensive risk assessment is to be carried out by the Health and Safety coordinator or the manager before the proposed visit. Such person 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?
- Additional measures: (a) what steps will be taken in an emergency; and (b) findings from any preliminary visit to the site.

## 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. With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing. If a child is lost the following procedures should be followed:

Action	Tick
As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated practitioner and carry out a headcount to ensure that no other child has gone astray.	
One staff member searches the immediate vicinity but does not search beyond that.	
The manager is contacted immediately (if not on the outing) and the incident recorded.	
The manager contacts the police and reports the child as missing.	
The manager contacts the parent, who makes their way to the setting.	
Staff take the remaining children back to the setting.	
In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.	
The manager or a member of staff may be advised by the police to stay at the venue until they arrive. If so, they must follow these instructions and phone the nursery to confirm this.	

### Procedures for any other offsite emergency

If an emergency occurs (such as serious injury to a child or member of staff, or illness or threat) the following procedures should be followed:

Action	Tick
Upon notification/ realisation that an incident has occurred, assess the situation and take immediate action to ensure the safety of pupils and staff.	
One member of staff establishes the number and nature of any injuries.	
One member of staff administers first aid to those in need.	
One member of staff calls the emergency services, if required.	
One member of staff accounts for all members of the group by retaking the register.	
The manager is contacted immediately (if not on the outing) and the incident is recorded.	
Dependent on location and circumstance, one member of staff keeps a record of witnesses and record events and actions on a log sheet.	
An on-going communications mechanism is agreed between those on the outing, the emergency services and the nursery and this is then followed: <ul style="list-style-type: none"><li>- One member of staff is designated to liaise with the Emergency Services if necessary</li><li>- A different member of staff is designated to inform parents and next of kin of pupils and staff if required.</li></ul>	
As soon as possible all members of staff and children are to return to the setting.	