



## 01 Health and safety procedures

### 01.5 Short trips, outings and excursions

#### Policy statement

Abinger Common Nursery is set in a rural location. Children benefit from being taken outside of the premises on visits, trips to the local park, local woodland areas and investigate the nature around us via the many public footpaths, or other suitable areas for outdoor learning opportunities. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

#### Planning and preparation

- ❖ Outings have a purpose with specific learning and development outcomes.
- ❖ If staff are 'borrowed' from another area to maintain ratios on an outing they are fully briefed about the children they are accompanying.
- ❖ The excursion does not go ahead if concerns are raised about its viability at any point.
- ❖ Parents are informed of an outing and staff check that consent forms on children's registration were signed.
- ❖ We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- ❖ We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- ❖ A minimum of two staff accompany children on outings. There is a ratio of 1:2 for children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- ❖ A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- ❖ Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- ❖ Staff frequently count their designated children and ensure hands are held when on the street and crossing the road. When crossing roads we use our crossing-the-road song to teach road safety.
- ❖ Parents on outings are responsible for their own children only.
- ❖ Parents who have undergone vetting as volunteers may be included in the ratio.

- ❖ Details of outings are recorded in and kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- ❖ A mobile phone belonging to the setting, and small first aid kit is taken out.
- ❖ Staff make sure they have water, plastic cups, snacks, spare nappies/change of clothes, and wet wipes for the children going out appropriate to the length of time they are out for.
- ❖ Sun cream is applied as needed and children are clothed appropriately
- ❖ Children wear 'high viz' vests.
- ❖ Staff have emergency contacts, medication and equipment needed for children as well as an accident book and a copy of our Missing Child Policy. This is contained in our grab bag.

### **Risk assessment**

- ❖ Risk assessment is completed prior to the outing and signed off by the Manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- ❖ Children with specific needs or allergies have a separate risk assessment if necessary.
- ❖ Any written outing risk assessments are made available for parents to see.

### **Outing venue (larger outings)**

- ❖ Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

### **Transport**

- ❖ If coach hire is required for an outing, only reputable companies are used.
- ❖ The Manager ensures that seat belts are provided on the coach and that booster seats and child safety seats are used as appropriate to the age of the children.
- ❖ As a precaution, we ensure that children do not eat when travelling in vehicles.
- ❖ The maximum seating capacity of the coach or minibus is not exceeded.
- ❖ Contracted drivers are not counted in ratios and do not have unsupervised access to the children.
- ❖ Public transport should always be ratio of 1-2 (unless agreed with the Manager).

### **Where transport is provided by the setting**

- ❖ Records are kept including insurance details and a list of named drivers.
- ❖ Drivers using their own transport should have adequate insurance cover.

### **Forest School sessions (not on site)**

- ❖ A separate risk assessment is conducted, and Forest School standard procedures are followed.
- ❖ The sessions always have a level 3 trained forest school or beach school educator.
- ❖ For outings to the local area such as Woodland Learning and trips to the local park our adult/child ratio is normally one adult to every four children. However, this is dependent on the age and sensibility of the children in the group.

### **Farm and zoo visits**

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- ❖ Before a visit to a farm, we carry out a risk assessment - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- ❖ The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- ❖ Hands are washed and dried thoroughly after touching an animal.
- ❖ Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- ❖ Children are prevented from putting their faces against animals or hands in their own mouths.
- ❖ If animal droppings are touched, hands are washed and dried immediately.
- ❖ Outdoor footwear is worn to farm visits and shoes are cleaned of mud and debris, hands washed thoroughly as soon as possible on departure.
- ❖ Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- ❖ Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

### **Larger outings checklist**

There is an identified lead person for the outing.

- ❖ The outing has an educational purpose and has been agreed with the Manager.
- ❖ Risk assessments completed/updated and shared with every staff, student/volunteer accompanying the children.
- ❖ Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.

- ❖ Bouncy castles and similar attractions are not accessed by children on an excursion.
- ❖ The designated lead educator is the last to leave the venue, or transport being used.
- ❖ The designated lead conducts a 'safety sweep' before during and after the outing.

### Further guidance


[Daily Register and Outings Record](#) (Alliance 2021)

[Good Practice in Early Years Infection Control](#) (Alliance 2009)

[Introducing Forest School in the Early Years](#) (Alliance 2022)

[Not on my Watch!](#) (Alliance 2018)

[Preventing Accidents to Children on Farms](#) (Health and Safety Executive 2013)

This policy was adopted by	Abinger Common Nursery
On	March 2024
Date to be reviewed	March 2025
Signed on behalf of the provider	
Name of signatory	Mrs Emma Powell
Role of signatory (e.g. chair, director or owner)	Nursery Chair Person