

Visits and Outings

At Coin Street Nursery we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

Procedures

Visits and outings are carefully planned using the following procedures along with any relevant local and national guidance, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Visits to local places of interest do not need a risk assessment however, staff should be extra vigilant for any changes which may cause risk. This should then be recorded on the Outings Form for future visits.
- Written permission will always be obtained from parents before taking children on trips. A signed general consent document is kept on file for local visits on foot, but a specific permission by the parents/carers must be sought for visits requiring any mode of transportation.
- Parent/carers have the absolute right to withhold consent for a proposed visit or outing. A child registered for a planned session on the day of the visit, will be supervised at the centre and given appropriate activities
- Children who do not have a signed consent form will be unable to participate in the outing
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- One member of staff will be designated as the outing leader. This may be the most senior member of staff attending, and they will lead the response to any emergency or incident, including implementation of the Missing Child from Outings Procedure and any safeguarding or child protection concerns under the Safeguarding Children and Child Protection Policy.
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip 'outings form' together with all staff contact numbers will be completed in full by the lead member of staff. One copy is left in the nursery office and copies given to all staff on the outing. Staff on the visit/outing must also have copies of relevant risk assessments if needed.

- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery management team prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets
- Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed
- A fully charged nursery mobile phone will be taken as a means of emergency contact. Staff must follow the Mobile Phone and Electronic Device Use Policy and leave personal phones at the setting unless specifically authorised for the outing.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- Each child will be assigned to a designated member of staff
- Toilet facilities must be provided for the children at regular intervals and children need to be accompanied at all times by an appropriate member of staff.

Risk assessment/outings plan

The full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure, arrival at the destination and expected return to the nursery
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff emergency contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- The name of the safeguarding lead for the outing
- Links to the child's learning and development needs.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and, where necessary, additional staff or suitable volunteers will be used to ensure the safety of the children. This is particularly important where children with disabilities are concerned

- All vehicles used in transporting children are properly licensed, inspected and maintained
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- Ensure that no person transporting children smokes or vapes in the vehicle
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

After the visit/outing

- The lead practitioner will review the visit/outing and report any specific difficulties to the nursery office administrator
- The administrator will follow up any relevant actions eg any complaint to the coach company and document outcomes

Missing children

In the event of a child going missing, the Missing Child from Outings Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed where notification is required.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, staff will find a safe haven and remain there until the danger passes. If necessary, the police or other emergency services will be contacted when it is safe to do so. Each outing will have a detailed risk assessment, which covers foreseeable risks and is planned in advance.

This may include extreme weather or emergencies such as an ill or injured child. Parents of children on the visit will be contacted to confirm arrangements as soon as it is safe to do so. Ofsted will be notified of any incident where notification is required.

Further information can be found at:

<https://www.counterterrorism.police.uk/safetyadvice/>

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>October 2021</i>	<i>Jane Christofi</i>	<i>September 2027</i>