



Foundations for Children
Nursery Schools Federation



Foundations for Children Trips and Outings Policy

**Croyland Nursery School, Parklands Nursery School, Camrose
Early Years Centre and Highfield Nursery School**

POLICY APPROVED BY:	Full Governing Body
DATE PUBLISHED:	March 2024
DUE FOR REVIEW:	March 2026
TO BE REVIEWED BY:	Cath Draper



Foundations for Children
Nursery Schools Federation



Contents

1. Policy Statement	3
2. Procedures	3
3. In the event of a lost child	4
4. Use of vehicles for outings	5
Coach/Mini-bus	5
Private vehicles	5



1. Policy Statement

As part of our curriculum the children at the Foundations for Children Nursery Schools may undertake a range of local outings including walks, visits, etc. off the premises and permission will be sought for your child to be included in such outings. For local trips, the general permission given on the child's registration form will be used. For trips further afield, specific permission will be sought before a child is included on such a trip. Outings will be carefully planned and the following procedures will be followed on all outings from the Nursery School, however local or frequently they may occur. For the purposes of this policy and procedure 'local' is defined as within walking distance of the Nursery School.

2. Procedures

A senior member of staff will always carry out a pre-visit and risk assessment identifying any potential hazards on the journey or at the location prior to the outing (see details below).

- Written permission will always be obtained from parents before taking children on trips, either general or specific depending on the location of the trip.
- Staffing levels for outings will depend on how the safety and the individual needs of the children can be assured and will always exceed minimum levels. Additional parent helpers will also be used.
- A travel first aid box will always be taken on all outings along with any special medication or equipment required following the medicines policy.
- A completed Register and a fully charged nursery mobile phone will be taken on all outings.
- A list of known allergies will be taken on all outings.
- Regular headcounts will be carried out throughout the outing (the timing of which will be discussed in full with the senior person managing the outing).
- All staff will be easily recognisable by other members of the group as they will be wearing high visibility jackets.
- At least one qualified first aider will always be a member of the group.
- A minimum of two mobile phones will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. If required, the group will



Foundations for Children
Nursery Schools Federation



return to the 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.

3. In the event of a lost child

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.

If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time (up to 15 minutes – shorter if in a busy area) then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

The Executive Head teacher would inform Ofsted.

The risk assessment process 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 and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and group size
- The equipment needed for the trip, i.e. coats, safety reins, pushchairs, rucksack, packed lunch, parent contact numbers, etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Emergency procedures



4. Use of vehicles for outings

Coach/Mini-bus

Parents will be fully informed 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 people will be recruited to ensure the safety of the children, particularly where children with disabilities are concerned. The nursery will use only reputable coach/mini-bus companies who can assure us that all vehicles used in transporting children are:

- properly licensed, regularly inspected, serviced and maintained and a log book of such maintenance, repairs and services is maintained.
- fitted to the supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle, which are capable of receiving a supplementary child seat if necessary. Any mini buses/coaches are fitted with 3-point seat belts.
- driven by a driver that is over 21 years old with a PVC license

Private vehicles

When planning a trip or outing using private vehicles, records of vehicles and drivers including licenses, MOT certificates, business use insurance and breakdown cover are checked.

If a vehicle is used for outings the following procedures will be followed:

- appropriate child seats will be used
- the maximum seating capacity of the vehicle will not be exceeded
- a registered member of staff will always accompany the children
- children will never 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.
- when more than three children under the age of five years are being transported, there will always be at least one adult in the vehicle, excluding the driver.



Trips and Outings Checklist

Please fill in the safety checklist **every** time you leave the nursery with children.

Where are you going?: _____ Time out: _____ Time in: _____

Named Person as trip Leader.....

Number of children going..... Age Range.....

Issue	Checklist	Tick
Staff & Supervision	Staff trained, experienced and a keyworker is present.	
	Appropriate ratios are in place for the whole group. What are the ratio's?	
	Staff have agreed roles.	
Children and ratio's	A member of staff on the outing and a member of staff at the school to keep list of children and staff on the outing. Named person on outing..... Named person at the school.....	
First Aid	First aid box/equipment. First Aider.....	
SEND	Any special measures required? Please explain...	
Medical	Inhalers, medicine etc. are available for those children who need them.	
Equipment	Nappy Changing equipment, spare clothes, wipes, nappy sacks and hand sanitiser.	
	Buggies if required are in good order.	
	Wrist straps/reins available as required.	
Venue	Leader has knowledge of the venue.	
	The route is known.	
Communication	Charged mobile phone available.	
	Holder's name: _____ Number: _____	
Emergency Procedures	Staff aware of emergency procedures (what to do if a child is missing)	



Foundations for Children
Nursery Schools Federation

	Named person on outing to look for child.....	
	Signature of Education co-ordinator..... Lyndsey Barnett	
	In Lyndsey's absence inform a member of the SMT team (and get a signature)	



School outings guidance-

(most is covered on the check list but further detail may be required so please complete when necessary)

STAFF	ACTIVITY	GROUP	ENVIORNMENT	DISTANCE	Risk
Number Qualifications knowledge Needs of staff Ratio's Mix of staff Volunteers? Do staff know expectations? Number of first aiders and equipment	Detail What you plan to do Plans at every stage of trip	Needs of the group (behaviour/medical) Size of the group Do the children know expectations?	Is it safe? How do you know? Is a pre-visit required?	How you will get there Any travel arrangements? Time Will children manage?	Do the benefits of the outing Out-way any risks?



--	--	--	--	--	--

Linked Policies:

- Health and Safety Policy
- Safeguarding Policy

Reviewed March 24