

Outings Policy

All trips and outings are about extending and enriching children's learning. We walk at the children's pace, talk about the environment around them and describe what we are seeing. Children may be most interested in the 'everyday', a bin lorry or a shop window. Giving children time to watch and listen as we use new words in context, is as important as the final destination.

We have ongoing consent from parents to take children on local outings **by foot** and ongoing risk assessments for all local trips. In this way trips can be organised easily whenever staffing levels allow.

New trips may need a new risk assessment. Any significant changes noticed while out on current trips should be reported to the room leader to see if the risk assessment needs to be updated.

Room leaders are responsible for ensuring staff ratios and qualifications are met, and a trip leader is named.

Trips taking children aged 2 and under must have enough staff for children to have a hand held **at all times**, unless advised otherwise by the trip leader (for example in an enclosed area such as a library or a playground).

The safety check for outings must be followed before leaving the building (see below).

A paediatric first aider must go on all outings.

A nursery phone must be taken, and contact details for all children on the trip. If a nursery phone is not available, please inform the managers and take the mobile phone of the trip leader instead.

The named leader of the trip is responsible for the ongoing risk assessment while out on a trip. They will make assessments throughout the trip such as changes in the weather or members of the public who may be a potential threat.

If the named trip leader notices a potential risk such as a person under the influence of drugs/alcohol, they may decide to stop the trip and return to the nursery, choose a different route or ask the group to pause (at a safe distance) while they make further assessment.

If there is a terrorist threat while out on a trip the group leader will follow the government guidelines: **Run Hide Tell**. They will seek refuge in the nearest shop or public venue, hide with the children and call the police.

Safety check list for outings

- Who is the named trip lead? This person will make on going risk assessments during the trip.
- Does everyone know exactly which children they have responsibility for on the trip?
- Do you have contact numbers for all children going out?
- Do you have the nursery phone?
- Do you have a First Aid kit?
- Does someone have a Paediatric First Aid qualification on your outing?
- Have you confirmed with your room leader the child: staff ratios and staff qualifications for the trip?
- Do you have the risk assessment in the bag to take on your outing?
- Do staff know the lost child policy process to follow?