



Elmore Kindergarten

Outdoor Visits Policy

Last Updated: March 2024

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At Elmore Kindergarten our priority for trips and outings is the health and safety of the children within our care. The Statutory Framework for Early Years Foundation Stage states: 'Children must be kept safe whilst on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include the consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for the providers to judge'.

At Elmore Kindergarten we aim to 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 to further enrich their learning and development. Trips and outings should support the development and learning that takes place within the nursery. Outings provide important opportunities for learning and are an essential part of a child's experience. When taking the children out of the nursery grounds staff's main priority is to always ensure the children's safety. It is the responsibility of the Nursery Managers to give permission for outings to take place, having first checked all arrangements and completed formal risk assessment forms. To ensure the safety of all persons involved when participating in a nursery outing or special event, the setting will adhere to the following points.

Planned and Spontaneous Outings

As part of our nursery ethos and to enhance children's learning experiences. The nursery aims to regularly visit local places including, but not limited to, the supermarket, the library, the park, local care homes and cafés.

- Permissions for outings are requested when enrolling your child and further permission will be given via your child's Family account if you are happy for them to attend outings. All parents of children attending the outings will also be made aware of the plans for the outing including further details of the individual trip.
- All outings are risk assessed by a senior member of the nursery and a dynamic risk assessment completed. The venue will be researched by the staff member prior to the outing, to risk assess and ensure it is appropriate for the age, stage, and development of the children. This might include online research, calling the venue or visiting the venue. This risk assessment needs to be signed and approved by management prior to the trip taking place. Risk assessments are regularly reviewed to ensure any changes are incorporated such as unexpected road closures or road works.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and individual needs of the children. The nursery ensures that they follow the EYFS child ratio requirements, but also provides additional staff depending on the needs of the children. Fifty percent of the staffing who attend will be qualified staff, and at least one staff member will be of senior level or above.
- At least one member of staff will hold a valid paediatric first aid certificate.
- A first aid kit will be taken on all outings, along with any medication required by individual children present.

- The senior staff member will take a fully charged phone with access to the Famly app to enable them to have a register of children including emergency contact numbers, allergy, and medical information.
- Staff and children will be signed into the outings room on Famly so parents and staff can easily see when the children are attending an outing and when they have returned to nursery.
- Regular named headcounts will be carried out throughout the outings. Timings of headcounts will be agreed with the nursery manager prior to the outing taking place.
- All staff will wear the nursery uniform and high visibility vests/jackets.
- All children will be easily identified by wearing high visibility vests.
- Prior to each outing a photograph will be taken of all children attending so we have an accurate description of what the children were wearing etc.
- A grab bag is taken with them with the following items: cash, bottled water and snacks or a packed lunch, baby wipes, nappies, first aid kit, spare cloths for the children, details of any allergy or medical needs for the children attending and any medication needed, sun cream and hats if hot.

Full Risk Assessment and Outing Plan

These will include details of:

- The name of the designated person in charge and a designated second person in charge – the outing leaders
- The name of the place where the visit will take place.
- The estimated time of departure and arrival
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reigns, pushchairs, rucksack, packed lunch etc.
- Elmore 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
- Staffing arrangements for the trip including qualifications.
- The risks associated with the outing and strategies in place to minimise these risks.
- For children with additional needs then a meeting will be held with parents to discuss their child's needs for the outing and how these will be supported. These will be taken into consideration when staffing and completing the risk assessment for the outing.
- Signed consent will be required from all parents before their child can join the trip.
- If using public transport, coaches or minibuses, nursery staff will avoid peak travelling times. Routes and timetables will be checked in advance.
- Practitioners will be aware of danger points such as beginning and end of journeys, crossing roads, getting on and off transport. Where appropriate, ensure children and helpers are aware of road safety procedures.

Management Responsibilities

The manager and operations manager must give permission for all outings short or long and must keep a copy of the risk assessment. All trips must be recorded on Famly with the children and staff attending being signed into the outings room and the procedures and plan checked before the outing commences. The manager must ensure that the following information is recorded and accurate.

- Name(s) of staff.
- Name of children
- Which practitioner is responsible for each child?
- Date of outing
- Destination
- Purpose of outing

- Time of departure and return
- Confirmation that staff have checked that parents have given written permission.
- Ensuring the policy has been followed fully and the group has all items needed.
- Mobile phone details of the senior member of staff on the trip should also be confirmed.

Lost Children on Outings

Regular head counts are carried out throughout the outing by the senior member of staff. Staff will position themselves throughout the group of children attending to ensure they have high levels of supervision and support for all children attending the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone missing.
- One staff member to immediately undertake a thorough search of the immediate vicinity.
- 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.
- Phone 999 (give your name, location, name and description of the child/staff, name of the nursery, and any other relevant information e.g., any medical conditions of child)
- Nursery manager to be notified as soon as possible (if not already present), and to inform venue (shop, library, museum etc)
- Manager/deputy to go to venue/ location.
- Nursery manager to contact parents/ child protection officer and keep them informed of what is happening.
- Staff to return other children safely to the nursery when manager arrives.
- Manager/responsible person to wait for police/ ambulance in case of injured persons.
- Staff must complete a written record of events.

The Investigation

- Following the incident, a member of the management team will speak with the parent/carer(s).
- Management will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
 - A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Sheffield County Council Children's Services/LADO may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents Policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.