



**Little Acorns Nursery  
at High Halden**

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## **Outings Policy and Procedure**

As a local village nursery Little Acorns promotes mini outings within the community as well as, once a year, one big outing elsewhere. We encourage these outings to take place as we feel it is important for children to learn boundaries, road safety, risk taking, awareness of the environment and social skills etc. By doing this at a young age we feel that they will be more vigilant and have an understanding of the environment around them, which will benefit them as a whole to take forward and use throughout their lives.

All outings, whether big or small, can only proceed as long as the child ratio is maintained at all times. When conducting outings we ensure that there is always an extra member of staff in addition to the correct child ratio, as a precaution, in case of emergency of any kind. Our ratios are as follows for outings:

2 year olds: 1-2

3 year olds: 1-4

4 year olds: 1-4

The staff as a whole will discuss each child individually in an outing meeting before the actual outing, agreeing which children are capable of holding hands together and which children require adult one to one or adult holding a particular child's hand within a group. The reason for this is so we have control of the children along with staff knowing who is with whom, making the outing run more smoothly and safely.

When a child starts, the setting parents/carers are required to fill out a child information form and within that form there is a list of questions in which we ask parental consent by ticking the box and signing the form.

Parents/Carers are required to answer the following:

1. I consent to my child participating in mini off site outings around the community and other surrounding communities.
2. I consent to my child participating in a big off site outing possibly involving going on a coach or other public transport.

We will always look at each outing we conduct individually and make sure that all parents/carers are aware of the outing that day, informing them of where it is, how we are getting there and what we will doing once we are there. For the main big outing that we conduct once a year we will send out a written letter to all parents/carers asking if they would like their child to attend the outing we have information of where and when the outing will be along with a permission slip that has to be signed by parents/carers otherwise the child cannot attend the outing.

Before any party leaves for the outings the staff ensure that all the children and staff participating on the outing are signed out in the appropriate register.

The Health & Safety Officer (Wendy Price) and the Manager (Sam Smith) are responsible for conducting and receiving the risk assessments before the nursery proceed on the outing. For our mini outings in the community we will go to four different areas within the community therefore we will conduct four different risk assessments tailored to each individual outing. These risk assessments are updated on a termly basis or sooner if the route has been slightly adapted or become hazardous in anyway.

For our main year outing we will ring the venue prior to the outing and ask for a risk assessment to be given and in some cases we will if possible visit the venue before the outing date to conduct our own risk assessment.

An outings folder is kept in the office on a shelf and within this folder we store all information regarding all types of outings such as;

- Insurance and vehicle information from the drivers
- Details of all outings attended

- Details of what to take on an outing separate details for small or big outings
- Details of children's consent forms and receipts

Other information such as children's personal details is kept in each child's individual folder which is located in a locked filing cabinet.

**For all outings the following procedures must be followed:**

- Written permission from parents/carers is obtained for outings when a child first joins the nursery.
- Staffing ratios must be maintained at the same level as in force in the nursery.
- Additional staff/volunteers will accompany the outing when available to increase the ratio.
- A first aider must be present and a suitable first aid box must be taken.
- Information regarding children's contact numbers, allergies etc.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing using an outing register.
- Supply of nappies & wipes should be taken and it should be established prior to the outing that there will be facilities to cater for changing children.
- Drinks must be provided at similar times to those in the nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- All children should have spare clothing.

**Risk Assessment**

A comprehensive risk assessment is carried out by the Health & Safety co-ordinator or the manager before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- ❖ What are the hazards?
- ❖ Who might be affected by them?

- ❖ What safety measures are needed to reduce the risks to an acceptable level?
- ❖ Can the group leader put the safety measures in place?
- ❖ What steps will be taken in an emergency?

The manager planning an off-site activity will make a preliminary visit to the venue, in order to carry out an on-site risk assessment.

### **Procedures where a child is lost on an outing**

If the nursery's policies and procedures are being observed the likelihood of a child being lost is very small. With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated practitioner and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The manager is contacted immediately (if not on the outing) and the incident is recorded.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parents, who makes their way to the setting.
- Staff take the remaining children back to the setting.
- 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.
- The manager contacts the chairperson and reports the incident. The chairperson comes to the setting immediately to carry out an investigation, with the Trustee Committee where applicable.
- The manager or a member of staff may be advised by the police to stay at the venue until they arrive.

For more information on a missing child on an outing please refer to the, Uncollected Child/Missing Child Policy, located in the policy and procedures folder.

**This policy was adopted at a meeting of Little Acorns Nursery**

**Date to be reviewed .....**

**Signed on behalf of the management committee .....**

**Name of signatory .....**

**Role of signatory (e.g. chair/ owner) .....**