

## Outing Policy

### Policy

To ensure that safety is our highest priority when planning and taking children on an outing. Children must be kept safe while on outings. The Howard Nursery School will assess the risks or hazards which may arise for the children and must identify steps to be taken to remove, minimise and manage those risks and hazards.

### Procedure

When joining The Howard Nursery School we ask that parents sign to give permission for their child to be escorted and supervised in the outside area and for local walks (advanced notice is always given for local walks).

Adult to child ratios will be maintained when going on any outing and current child and staff/student /volunteer record details will be taken. There will always be at least 2 practitioners who are first aid trained and first aid equipment taken on every outing.

Staff personal mobile phones are taken on outings in case of emergency. These phones are not carried upon staffs' person and are put into the 'outings bag' and are only accessed in an emergency.

In the event that a child goes missing the 'Missing Child' policy will take immediate effect. In the event of a medical emergency the 'Accident/Incident and Emergency Medical Treatment' policy and procedure will take effect.

The Howard Nursery School Outings may include but not limited to:

- Walking around Howard of Effingham grounds
- Walking to the village to go to the shops.
- Playing in the local park.
- Walking to Bookham library.
- Trip to the farm.
- Trip to the local churches.
- Trip to local Infant School during summer term for transition.

Parents and carers are informed that activities in the Howard of Effingham grounds are part of our regular routine and may take place spontaneously throughout the week. If we decide to go out on any local walks then parents will be notified in advance.

When going on an outing the Nursery School 'Outing Bag' will be taken. The staff pack the 'Outing Bag' before leaving the premises and replenish items upon return. The bag includes the following items:

- Child and Adult Emergency Contact Information (including allergies and medication).
- First Aid Kit.
- Medication of staff and children as required for the trip (e.g. Inhalers, Epi pens)

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- Calpol and Thermometer
- Incident Forms and Pen.
- Spare Clothing.
- Wipes.
- Tissues.
- Staff Personal mobiles (in bags).
- Settings Camera.
- Water
- Bum Bags – worn by staff members, including:
  - Emergency first aid kit,
  - Wipes,
  - Tissues,
  - Hand gel

### Procedure for Preparing for an Outing

- Risk assessment is carried out/reviewed (Appendix 1 - The Howard Nursery School Outing Route Risk Assessment). All staff to read risk assessment and sign to say they have read it.
- Outing bag checked against list of items required (Appendix 2)
- Staff to complete The Howard Nursery School Outing Checklist (Appendix 3)
- Staff explain to individual/groups of children that they are going on an outing today and reassure children.
- Children are reminded to use the toilet and all nappies have been changed.
- Children put on appropriate clothing and footwear for trip/weather conditions.
- Children put on a bright fluorescent jacket. This is to ensure children are clearly seen by adults, members of the public and all types of transport.
- Children brought together on the circle time rug and adults explain where they are going and remind children of 'outing safety' rules.
- Children line up in pairs, creating a 'Walking Bus' line. Adult to remind all children to hold onto their hoop of the walking rope.
- Children and adults assemble in their 'Walking Bus' line. One adult stands at the front and one adult is at the end of the line. Children who require additional support will hold an adults hand at all times.

### Procedure when on an Outing:

- Appropriate ratio's maintained on outing.
- Children and adults maintain the 'Walking Bus' line (until it is safe to move freely).
- Children are reminded to hold their hoop on the walking rope
- Children are gathered together to make a 'Safety Circle'. Children are encouraged to remind each other of:
  - Animal safety,
  - Stranger danger,
  - Not to pick or eat flowers, berries or fungus,
- Children are praised and reassured when walking.
- An adult will blow a whistle in the event that they need to get children's and adults attention quickly due to a danger or emergency.

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If a child needs to use the toilet when on an outing every effort will be made to locate a public toilet, however if one cannot be located a member of staff will take the child to a private area to have a 'wild wee'. Only staff members who hold an appropriate Disclosure and Barring Service check will be permitted to support a child when using the toilet/wild wee. Students/Volunteers/Professionals are not permitted to take a child to the toilet at any time. Parent volunteers are not permitted to take any child to the toilet unless it is their own child.

### Transport

Under most circumstances, staff/volunteers/agency staff or students are not permitted to take children on outings in their own vehicles. However, in exceptional circumstances, with pre approval from a Senior THPT staff member and signed permission from parents (Appendix 5), the Nursery Manager/Deputy Manager with the correct business insurance can transport children in their own car. Parents are responsible for providing a car seat and fitting them in the staff member's car. If they are unable to provide or fit the car seat in the staff member's car, the child will not be able to attend the trip.

Normally in the event of an outing, requiring transportation parents will be asked to drive their own child to the destination, meeting staff there.

If The Howard Nursery School should use public transport, staff would ensure the route has been risk assessed. In the event that The Howard Nursery School hire vehicles we would ensure that we have checked the insurance documents and suitability of the vehicle and drivers. Staff will ensure that all children, staff, volunteers and agency staff wear seatbelts and where necessary children use the appropriate child safety seats e.g. booster seats. No children are to be sat in front of airbags.

The Howard Nursery School Staff will ensure no child is left in a vehicle on their own or without a member of The Howard Nursery School staff team being present. Extra care will be taken at times of particular risk e.g. disembarking the vehicle, walking to or from the vehicle to the destination.

### Car Seats

The law states that:

- Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first.
- Children over 12 or more than 135cm tall must wear a seat belt.

When children are being transported in car seats, they must not be wearing a coat for safety reasons.

### Useful resources and websites

- Health Protection Agency [www.hpa.org.uk](http://www.hpa.org.uk)
- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
- Directgov travel advice [www.direct.gov.uk/en/TravelAndTransport/index.htm](http://www.direct.gov.uk/en/TravelAndTransport/index.htm)
- <https://www.gov.uk/child-car-seats-the-rules>