



# Little Angels Day Nursery & Pre-Prep School



## Nursery Outing Policy

### Health and Safety of Pupils on Educational Visits

Children can derive a good deal of Educational benefit from taking part in visits arranged at Little Angels. In particular, they have the opportunity to undergo experiences not available in the nursery. Visits help to develop a child's investigative skills and longer visits in particular encourage greater independence.

### Senior Staff

Senior staff must ensure the health and safety of everyone in the group including themselves.

They should:

1. Follow the instructions of the group leader and help with control and discipline.
2. Consider stopping the visit or activity, notifying the senior officer, if they think the risk to the Health and Safety of the children in their charge is unacceptable.

### Early Years Practitioners

Early Years Practitioners on the visit should be clear about their roles and responsibilities during the visit. Early Years Practitioners acting, as supervisors must

1. Do their best to ensure the Health and Safety of everyone in the group.
2. Follow the instructions of the senior officer and teachers supervisors and help with control and discipline.
3. Speak to the senior officer or staff supervisors if concerned about the health or safety of the children at any time during the visit.

### Parent Supervision

Outings are an important and essential part of the Early Years Curriculum, and in order to make these possible we require parents to accompany us. For planned outings requiring parents help, details of the outing will be sent out to all parents of children attending well in advance of the outing, containing the number of parents we require. Only when we receive sufficient numbers of helpers will we confirm the outing. If a parent volunteers and subsequently cancels then the outing may have to be cancelled as we cannot continue without the appropriate adult/child ratio.

Parents should be carefully selected and ideally they should be well known to Little Angels staff and the children.

All adult supervisors, including senior staff members and parent helpers, must understand their roles and responsibilities at all times. All supervisors should be aware of any children who may require closer supervision, such as those with special needs. Senior staff retains responsibility for the group at all times.

# Policy 21

## Adult/Child Ratios

Groups of children are taken either as walkers or in 'double buggies'. We adhere to an adult child ratio of one adult to two children on all outings for all age groups.

## Outing Consent Forms

When joining Little Angels each parent is given the opportunities to allow their child attend impromptu outings. These outings are to local; shops, parks or library. Participation of the child will be confirmed over the telephone to the parent prior to departing by the nursery. For planned outings further a field, a written outing consent form will be required to be completed by the parent of each child invited to attend. Failure to complete and return the form will result in your child being unable to attend the outing.

# Planning Visits

## Stages of Planning a Visit

Outline proposal to Nursery Owner/co-coordinator, seeking approval in principal. Proposals might include:

- Visit's objectives.
- Likely date, venue and duration.
- Child age group and staffing required.
- Resources needed and estimate of any costs.

### Planning

- Contact venue. Is it suitable for the group?
- What are the transport options?
- Who would lead the group and who would help to supervise it?
- Who would pay for the visit?
- Risk assessment. Exploratory visit?

### Substantive proposal to Nursery Manager

- Details of dates, risk assessment, emergency procedures, transport, insurance, costs, and staffing.

### Day visits

- Obtain parent consent for visits, either over the telephone (if local outing) or via outing consent forms (if other).
- Go on visit monitoring the risks at all times.

### Evaluate

# Policy 21

## Risk Assessment

The group leader will complete a risk assessment prior to the outing taking place.

The group leader should take the following factors into consideration when assessing the risks

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes of travel and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of senior staff and carers to children.
- The group members age, competence, fitness and temperament and the suitability of the activity.
- The special educational or medical needs of children.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to participate.
- The need to monitor the risks throughout the visit.

## First Aid

The minimum first-aid provision for a visit is

- A suitable stocked first-aid box.
- A person appointed to be in charge of first-aid arrangements.
- At least one qualified first aider.

Other considerations when considering first-aid needs should include

- The numbers in the group and the nature of the activity.
- The likely injuries and how effective first-aid would be.
- The distance of the nearest hospital.

First Aid should be available and accessible at all times.

## Children with Special Educational Needs

At Little Angels we will already be familiar with the nature of a child's special educational needs. Any limitations or problems the child may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-sight visits may pose additional difficulties for a child with SEN and the behaviour of some children may prove challenging. The following factors should be taken into consideration.

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to participate at a suitable level?
- Will additional/different resources be necessary?
- Is the child able to understand and follow instructions?
- Will additional supervision be necessary?

# Policy 21

## A checklist for the morning of an outing

1. Tissues.
2. Cups.
3. Drinks.
4. Nappies.
5. Nappy wipes.
6. Change of clothing for children potty training.
7. Disposable gloves.
8. Rubbish bags.
9. Buggies.
10. Rugs or mats if required.

## Group Leader

1. A mobile phones with the senior member of staff
2. Contact phone numbers.
3. Outing forms.
4. Money.
5. Camera.
6. Information pack about event.
7. First aid box.
8. Any emergency medication that may be required.

The group Leader will ensure that:

- The register will be taken by the manager or Senior who is **not** attending the outing. This will initially be done when the children are lined up and again when the children leave the building at the main door.
- The outing supervisor must also check the children attending the outing as the children are leaving at the main door.
- A register of the children that are remaining at the nursery will also be taken by a senior member of staff.
- Each member of staff will be given clear and defined roles before the trip. These will be who the outings supervisor is? Who is too taking the register on departure and arrival of the nursery and who will take the register at the various checkpoints throughout the outing?
- The outing supervisor will ensure that only the correct amount of high visibility jackets needed for the trip will be taken out before the trip. The remainder of jackets will then be stored back in the stock cupboard.
- The children going on the outing will get organised in a separate room without the parents.

# Safety Procedures for Farm Visits

Infections may arise from visits to farms and contact with animals. Important points of safety are as follows.

- Children who have handled animals **MUST** wash their hands thoroughly as soon as possible, and especially before putting their fingers or any thing else they might handle into their mouths.
- Children should not kiss any animals.
- Regardless to whether they have touched the animals, children must wash their hands thoroughly under running water before eating, and or before leaving the farm.
- Children must not put in their mouths anything, which has fallen onto the ground e.g. food, pencils/crayons and handkerchiefs.
- A waterproof dressing should cover cuts and grazes on children's hands.
- Children's shoes should be changed/cleaned after leaving the farm, and hands must be washed after doing so.
- The local Environmental Safety Officer (number in the telephone directory) should be contacted before the nursery visits any farms to check there have been no recent incidents.

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