



**EYFS: The Safeguarding and Welfare Requirements**  
**3.64 & 3.65**

## **Safety and Suitability of Premises, Environment and Equipment**

### **3h.10 Outings and the Supervision of Children**

#### **Policy Statement**

Children can derive a good deal of educational benefit from taking part in trips/outings. In particular, they have the opportunity to undergo experiences not available in the nursery. Outings help to develop children's investigative and physical skills and longer trips in particular encourage greater independence.

#### **Procedures**

##### *Parental Permission*

On joining nursery, all parents/carers complete several forms, which include signing a statement giving permission for their child to participate in local outings. If outings are planned for further afield, then individual permission letters are prepared for those children involved. Children who do not have parental permission will not be taken on trips.

##### *Adult to Child Ratios*

For the safety of the children on outings, we must ensure that we have enough adults to monitor the situation at hand.

- The adult to child ratio on local outings is 1:3 on under 3's, and 1:4 with the 3 and over's. Local outings are those that are within walking distance, therefore not requiring transport of any sort. It will always be children already observed to have the necessary maturity, who walk holding the hand of another child and not an adult.
- On outings that are further afield and require transport, whether in the form of bus, car, tube or train, the adult to children ratio drops to 1:2 on all age groups.
- We must ensure that the adult to child ratio is still maintained in the nursery during the outing.

##### *Staffing on Outings*

As well as adult to child ratios, there are other factors to consider when choosing which staff go on outings.

- There must always be at least two members of staff (agency and bank staff are included in this number, students are not)
- There will usually be a level 3 qualified member of staff to be the senior member of staff leading the outing but at times long term level 2 staff can lead with permission from management
- There must always be a qualified first aider on each outing
- Key-persons must be considered when outings are arranged, especially with new children or children who have recently transitioned rooms.
- Bank staff may be considered for walks if they have been a long standing member of staff and they know the children. The use of bank staff as walk leaders is only to be considered by management who will decide what staff present on the day will be able to go.



### *Using Students During Outings*

- Students under the age of 17, or short term students must not be counted in ratio under any situation.
- Students over the age of 17 and who have long term placements at the nursery and have proven themselves responsible, may be counted in ratios during outings at the discretion of the management.
- When students are counted in ratio, the adult child ratio is 1:2 for all ages, if they are going on the walk, or the usual ratio of 1:3 for under 2's, 1:4 for 2-3's and 1:8 for 3-5's if they are remaining in the building.
- When students are on outings, at all times they must walk between the two members of staff, and under no circumstances should go out with just one member of staff.

### *Outings Form*

Before any outing takes place, an outings form needs to be filled out. The form lists the children and adults attending the outing to ensure that ratios are maintained. The form also requires:

- Date of outing
- Time of outing
- Place of outing
- Names of all children and adults on the trip
- Name First Aider(s)
- Tick chart of requirements, first aid kit, money, camera, food
- Any medication that needs to be taken for a child e.g. Epi-Pen, Calpol
- Phone numbers of mobiles taken on trip
- Whether the trip is a Focus activity
- Signature of management

### *The Role of the Trip Leader*

The person leading the outing must oversee that the following is in place:

- correct ratios
- a qualified first aider is on the trip
- The outings form is fully completed, checked and signed by management and a copy kept for themselves
- everything needed for the outing is ready
- students, agency staff and parents are briefed beforehand
- students, agency staff and parents walk in the middle of the permanent staff members, (or at the front if only one permanent member)
- any change to the outing gets reported back to the nursery immediately, e.g. library being closed and going to the park instead
- all children are secure and engaged throughout the entire outing

### *Suitable Attire*

Staff at Auden Place ensure that children on the outing go in suitable attire:

- in warm/hot weather - sun cream and sun-hats
- in colder weather - coats, hats, scarves, and gloves
- in wet weather - raincoats and wellington boots
- nappies, wipes and spare clothes will also be taken if needed



#### *Visits to Farms*

- Children must wash their hands after contact with animals
- Outdoor footwear worn to visit farms are cleaned of mud and debris before re-entering the nursery.

#### *Trips further afield.*

Before a 'big outing' can be arranged, it must be passed through management. The management must consider the following:

- Visit's objectives.
- Age appropriate suitability.
- Likely date, venue and duration.
- Pupil group and staffing required.
- Resources needed and estimate of any costs.
- Transport options

This must all be organised, before issuing details to parents/carers.

Calpol and thermometers are also taken on these trips and trip leaders will inform the nursery if children get a temperature so we can follow the same policy as we do on site of contacting the parents.

We have detail guidelines and an outings risk assessment kept in the office of general issues such as crossing the roads, using public transport etc. as well as information on the local areas that we visit. We also request risk assessments of all venues we visit and these are also kept in the office and staff attending these trips are refreshed on these during the days prior to the trip.

#### *Parental Support*

To maintain the adult to child ratios on our big outings, Auden Place call on parents to help. Parents are given as much notice as possible. Prior to each outing, the parents assisting the staff are issued with the mentioned guidelines and will also be reminded of the key points on the morning of the trip. It is extremely important that parents assisting on outings are willing to follow the lead of Auden Place staff on routines as well as behaviour management, even when it includes their own child.

As it is important to maintain adult to child ratios at all times, if a parent who has been counted in the ratio for an outing has to pull out, then the outing may be cancelled if the nursery isn't able to maintain the ratio.

#### *Additional Outings.*

As well as our regular daily walks and monthly 'big outings', we do also have some additional trips that are different to the regular ones and the criteria for staffing may be different, based on the trip.

An example of one of these trips is our annual 'School Leaver's Trip'. On trips like these, rather than the small group of children we take out, the group is much larger. As well as a larger group of children, all of their parents are invited therefore needing a lot more organisation. On trips like this, either a member of the Management team or a Room



Leader will always attend and they will not be included in the adult to child ratio so that they are free to manage the trip.

To maintain our trip ratios of 1 adult to 2 children, we do need to know in advance which parents will be attending and, if needed are willing to take responsibility for an additional child throughout the trip. Depending on the number of parents attending, those children whose parents are not able to attend may be covered by the staff attending and the need for additional support may not be required. This will be planned at least one week in advance so that any parents required to support with the ratio will be aware of their commitment to attend and their additional responsibilities, although all parents attending will be sent a copy of the guidelines and briefed on the morning of the trip. Many of our parents will have already supported us on some of our regular trips and, where possible, we will use these parents as any additional ratio required on these more challenging trips.

On trips like this where there are so many parents, it is essential that **all parents** adhere to strict guidelines issued by the trip leader to ensure that all children have the same rules to follow. For example, parents should not provide their child with different food to what is supplied by the nursery, nor should they take their child away from the group without acknowledgement from the trip leader.