



Health and Safety procedures

Short trips and outings

Planning and preparation

- All off site activities have a clearly identified educational purpose with specific learning and development outcomes.
- There is a designed lead for each outing who is clear about their responsibilities.
- All staff are fully briefed and know their responsibilities and are aware of the risk assessment.
- The outing does not go ahead if concerns are raised about its viability at any point.
- Parents/carers are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompany children on outings
- On a trip around the Deanes site our adult to child ratio is lowered but is at the discretion of the room leader and management to risk assess the level of adults required.
- Our adult to child ratio for any off site trip is higher and is as follows...
 - 0-3 years – one adult to two children*
 - 3-5 years – one adult to four children
- *However if the buggy bus is in use and the children are not getting out a slightly higher ratio for the 0-3 may be agreed.
- Children are specifically allocated to each member of staff; they are responsible for supervising their designated children for the duration of the trip staff members count their designated children regularly.
- Parents/carers on outings are responsible for their own children only.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the management team. In some circumstances senior members of staff are able to take their personal phones due to the nature of the outing.
- All phones have the 'what3words' App downloaded in the case of an emergency.

- Outings are recorded in the outings record book kept in the nursery, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing
- Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day. Staff must also be provided with food and drink
- All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children. A child's health care plan is also taken on the trip.
- The Nursery bag should contain; nappies, wipes, spare clothes, first aid box etc. for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
- The children wear High Vis jackets when making trips out of the building so the children are identifiable as a group.
- Sun cream is applied as needed and children are clothed appropriately.
- Staff take the register and a copy of our Missing Child Policy.
- Staff have emergency contacts accessible on the Family app

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Outing venue (i.e. Sensory room)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.