

01 Health and safety procedures

01.05 Short trips, outings and excursions

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Staff on an outing are fully briefed about the children they are accompanying.
- The excursion 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 if going on a short walk. If going on a trip/outing, parents/carers are always asked to sign a separate specific consent form.
- A minimum of two staff accompany children on outings. There is a ratio of 1:2 for some disabled children and children up to 3 years. Older children can have a ratio of 1:4, depending on the risk assessment, however, the adult to child ratio is usually high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Children are specifically allocated to each member of staff/volunteer who are responsible for supervising their designated children for the duration of the excursion.
- The pre-school staff ensure that all the children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children, however parents/carers are told that their child is still their responsibility. Parents/carers on outings are responsible for their own children only.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents/carers who have undergone vetting as volunteers may be included as a helper.
- If a parent is unable to attend the outing, private arrangements between two sets of parents/carers to take their child may be made. This arrangement will be done in liaison with the pre-school manager.
- The designated lead for the outing has responsibility for only one child.
- A mobile phone belonging to the pre-school and small first aid kit is taken on the outing.
- Staff have emergency contact numbers of parents/carers, medication and equipment needed for children, as well as supplies of tissues, wipes, spare clothing, nappies, sun cream, medicines required for individual children as well as snacks, water and plastic cups. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Prior to the outings, parents/carers are advised to bring/apply sun cream to their child and advised to dress their child appropriately for the type of outing and weather conditions. The pre-school also takes sun cream and spare clothing for use if necessary.
- Staff take a list of children with them as well as an accident book and a copy of the Missing Child Policy.

- The pre-school may provide children with badges or wrist bands to wear that contain the name and the mobile telephone number of the setting, if necessary. They do not state the name of the child.

Risk assessment

- A risk assessment is completed prior to the outing and signed off by the pre-school manager. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- Outings are recorded in the outings record book kept in the Fire Log and Risk Assessment Book.
- The details recorded are:
 - the date and time of outing
 - the venue and mode of transport used
 - the names of staff assigned to each of the children
 - the time of return

Outing venue (larger outings)

- 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.
- All venue risk assessments are made available for parents/carers via email.

Transport

- If coach/taxi hire is required for an outing, only reputable companies are used.
- The pre-school manager ensures that seat belts are provided on the coach and that booster seats and child safety seats are used as appropriate to the age of the children.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios and do not have unsupervised access to the children.
- Public transport should always be ratio of 1-2 (unless agreed with the pre-school manager).

Where transport is provided by a member of staff's personal cars

- Parents/carers have to give permission for their child to travel in a member of staff's car. Parents are given information about the car and the staff member's level of car insurance. The manager checks that the member of staff has business insurance. Records are kept of the checks made and the permissions given.
- If travelling in a member of staff's car, the staff member ensures that seat belts are worn whilst travelling and that booster seats and child safety seats are used as appropriate to the age of the child. Extra staff are also in the car to supervise the children so that the driver is not distracted.
- As a precaution, if travelling in staff cars, the staff ensure that the children do not eat when travelling.

Farm and zoo visits

Staff are aware of the risks posed by infections such as *E. coli* being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of *E. coli* or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

Larger outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the pre-school manager.
- Risk assessments completed/updated.
- Staff understand the potential risks when they are out with children and take all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are risk assessed before being used by the children on an excursion.
- The designated lead educator is the last to leave the venue or transport being used.
- The designated lead conducts a 'safety sweep' before, during and after the outing to identify any potential unforeseen risks.

Further guidance

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018).

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

June 2023