



## Outings Policy

### INTRODUCTION

At Living Spring Montessori, we consider outings for the children to be an important part of our provision by giving the children valuable experiences in their local community and beyond. Whenever practical, Living Spring Montessori School arranges outings to support and broaden the children's learning experiences. It is also a way in which we promote Cultural Capital in our daily practice. We acknowledge that the safety of children and adults is paramount and therefore we adhere to our Outings Policy.

### Methods:

- We ensure that all staff members understand our Outings Policy and the steps they must take in preparation before taking children off the premises.
- Parents have access to our Outing Policy from our website and they are informed of our outings procedures. As part of our welcome pack; all parents sign a consent form, giving permission for their child to be taken to nearby parks and other local places of interest.
- New members of staff are shown how to prepare for any outing with the children, and are given the chance to become familiar with our routines, before they are expected to lead any outing.

Before any outing can take place, the following procedure will be instigated:

- A member of staff who is suitably qualified and experienced will lead the outing once approved by the Manager or Deputy Manager.
- Statutory Staff: Child Ratios, (EYFS 3.31 – 3.39) are followed. Safe staff/child ratios will be assessed for the outing to ensure the safety of children and staff, and that there will remain sufficient staff to maintain the correct staff/ child ratios in the nursery. An outing will not proceed unless there are sufficient staff available to maintain a safe environment.
- All staff on the outing must be aware of the Missing Child Procedure (see Missing Child Procedure) and they must take into account any material information from the child record forms when planning an outing (for example, the allergies, medication or health care plans of any child who is to come on the outing. See separate Medication Policy and Allergy Procedures).

- The group on the outing must have adequate communication with the School by a mobile phone, checking that the phone battery is fully charged and that the phone is in working order ahead of time. Staff members understand that the use of mobile phones is prohibited whilst with the children except in the event of an emergency to call the nursery or the police.
- Information should be retained in the nursery of the names of the children on the outing, the staff on the outing, the volunteers if any and the itinerary of the outing.
- The person in charge must assess the arrangements for first aid in the event of an accident by ensuring that the majority of the staff members accompanying the children hold current paediatric first aid certificates and that they are confident in performing first aid/allergy procedures should the need arise. It may be helpful to agree ahead of time who will be in charge of first aid, who will ring for help and who will stay with the remainder of the children in the event of a serious incident so that roles are clear. The person in charge of the risk assessment will also check that the first aid kit is fully stocked and present when on an outing and if there is any medication for specific children which needs to be brought along.
- The person in charge of the outing ensures that they take money from petty cash for emergency.
- In an emergency, the person in charge of the outing should immediately contact the school or the Manager on the mobile phone.

We use a risk assessment form for regular outings which ensures that the following procedures/checks are in place:

- Staff ensure that they have drinking water, plastic cups and a snack for the children, as well as hand sanitiser so that hands are cleaned before eating.
- Spare nappies/changes of clothes, wet wipes and/or a portable potty are brought along as needed, depending on the age group of children, the duration of the outing and the destination.
- Sun cream is applied as appropriate and children are clothed appropriately for the type of outing and weather conditions.
- A minimum of two staff members must be present to accompany children on outings. Long term student teachers and parent volunteers may be needed to accompany staff members and counted in the ratios subject to the Manager's/Deputy Manager's approval.
- Children are taken out in a ratio deemed safe based on risk assessments carried out.
- Named children are designated to each staff member/ volunteer; who is responsible for supervising their designated children for the whole duration. This also ensures that each child is individually supervised and to ensure that no child gets lost and that there is no unauthorised access to children.
- High-Visibility vests with contact details for Living Spring Nursery are used on all outings.

- A mobile phone is brought along in case of an emergency. All staff members are aware of our Missing Child Policy and what they must do in such an event.
- Teachers bring with them a list of the children attending the outing, along with a list of emergency contact numbers.

Outings records are kept in the classrooms in the risk assessment folders. They record the following:

- Date and time going out/returning
  - Venue
  - Names of staff and children allocated to each staff
  - Mobile contact number
  - Number of children on outing
  - Risk assessment checklist
- Outing consent forms are kept in the children's classrooms.
  - For longer trips outside of our local area, a pre-visit is made without the children and a risk assessment is carried out. Special consideration and planning is given if public transportation is to be used.

#### **During the outing:**

- Staff do regular headcounts and children remain under close supervision at all times.
- Named children stay with the individual staff members they have been assigned to; this procedure ensures that there is no unauthorised access to children and that no child gets lost.
- Children are shown how to safely cross roads and they are talked through any potential safety hazard (depending on their ages and stage of development).
- Children are told to remain with an adult at all times.

#### **Use of vehicles during outings**

Living Spring hires mini-buses or a coach for longer outings through Brent Council. The Living Spring Montessori Manager or Deputy Manager will check the driver's license prior to the trip taking place. Brent Council ensure that all drivers are DBS checked and that their vehicles are regularly checked for safety. MOT certificates and business use insurance will always be in place. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

## **Links to the Statutory Framework for the Early Years Foundation Stage 2017**

### **Section 3 – The Safeguarding and Welfare requirements:**

- Child Protection
- Suitable People
- Staff Qualifications, training, support and skills
- Key person
- Staff: child ratios
- Accident or injury
- Managing behaviour
- Risk Assessment
- Outings
- Information for parents and carers
- Information and Records
- Allergy Procedures