

Supervision of Children on Outings and Visits policy.

Link to Every Child Matters: Stay Safe

Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Safety and Suitability of premises, environment and equipment: Outings 3.64

Small World Nursery recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

According to the Every Child Matters Government document launched 2003 it states: 'Outdoor learning is a crucial element of the EYFS Framework. Bring Outdoors has a positive impact on children's sense of well-being and development. It offers opportunities for doing things in different ways and on different scales than when indoors. It gives children first-hand contact with weather, seasons and the natural world. Outdoor environments offer children freedom to explore, use their senses, take risks and be physically active and exuberant. Outdoor Learning is fun.'

Purpose:

The nursery aims to promote a whole nursery approach to developing outdoor learning and believe that not having access to an onsite outdoor environment is not a disadvantage but a hurdle to overcome through using the wider community and bringing the outdoors in.

It is very important for us as a setting to provide a variety of opportunities for the children in our care and this is irrespective of their abilities or background because access to the outdoors is an inclusive process. It is crucial that babies, toddlers and young children have the space both indoors and outdoors, where they can be active or quiet, and where they can think, dream and watch others.

Through the outdoors and bringing the outdoor environment in as a nursery we want children to experience a range of natural materials because using natural materials in the learning environment (whether this is outdoor or indoors) gives children opportunities to interact with nature. Mixing natural with commercial or recycled resources enhances the learning experience with appealing aromas, colours, sounds and textures. Natural materials provide children with a range of sensory experiences.

As a setting it is imperative that children have access to the outdoors on a daily basis to allow them to become comfortable within the environment, therefore allowing exploration, gaining new skills and overall development through this experience just as they do in the indoor environment provided by the nursery.

The outdoors is a unique space; it is not the same as indoors. Therefore, the child will not be the same outdoors as when they are indoors – the outdoors is a deeply engaging, special place for young children, where they are able to experience freedom as well as challenge themselves. The nursery believes that this is essential for the Key workers to gain an overall insight into the child's development and provide a range of opportunities for development.

Principles:

The nursery understands that for outdoor play to be successful it is vital that all members of staff work as a team to encourage and promote outdoor play. More importantly, enjoy outdoor play and are able to offer support to each other as well as supporting the children; Adults should be actively involved with children in their games and activities where appropriate and should not be solely in a supervisory role.

Members of staff need to be committed to help develop the outdoor area, and are able to understand their key children needs when in an outdoor environment. It is the member of staff's responsibility to plan age appropriate outdoor activities that meet planned/required next steps. To ensure balance and breadth of provision, adults planning for outdoor learning should recognise the area as an extension of the indoor learning area, well-planned play, both indoors and outdoors, is a key way in which young children learn with enjoyment and challenge. It is the adult's role to take responsibility of outdoor space and respecting the environment, example, no littering. Furthermore, it is the adult's role to support and encourage children to also respect the environment and to help them understand why, example, we don't litter.

A daily health and safety check of the outdoor area and equipment is to be carried out before allowing the children to play and any defects are to be removed. Members of staff also need to be aware of appropriate risk assessments not only when travelling to and from outdoor areas, but also should be carried out on enhanced provisions. It is vital that the appropriate child: adult ratio is to be maintained at all times.

The nursery wants to ensure that children have access to outdoor play every day, all year round. We want to ensure that children are provided with appropriate clothing to allow them to play all year round, sun hats and sun creams are to be provided during the summer period. It is imperative that the nursery ensures that Equality of opportunity outside is cover by ensuring that all children have the ability or support to play and explore in the outdoor area. All children will have access to outdoor play regardless of gender, special needs, race and home or cultural background. We have respect for cultural issues, example, some children may need to remain fully clothed even when the paddling pool is available.

Procedures

- On our enrolment form, we ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We will always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Any written outing risk assessments are made available for parents to see.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children. One of these members of staff holds an up to date paediatric first aid certificate.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children
- Outings are recorded in an outings record book kept in the setting, 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.
- Parents are asked to bring their children suitably attired for the weather, i.e. wellington's and rain coat or sun-hat and Sun-cream. On enrolment, parents/carers will give the nursery staff permission to apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Parents who accompany us on outings do so on a voluntary basis where the staff are responsible for all of the children. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.

Outdoor Activities

Baby Room 0-18months:

The outdoors is full of rich stimulus and sources of learning for very young babies and even the very youngest will respond to the difference in the outdoor environment. The sights, smells and sounds of outdoors will interest and intrigue them. As their head and body control develops they will turn towards what they see or hear and reach out to whatever catches their attention. Being placed safely outside for sleep or rest periods gives babies fresh air and an environment filled with new things to look at when they are awake.

The outdoors is a place where babies can begin to find out about the world around them, the things that happen in that world and the opportunities for them to get involved. As they become more mobile babies want to thoroughly explore everything they see outdoors. They will express their interests outdoors through their emerging language and communication skills and will rapidly absorb new words. Outdoor learning provides a different perspective on the indoor world and extends their interests to its distinctive features such as leaves, trees, butterflies, birds and natural objects such as stones, rocks and logs.

Toddler room 18-36 Months:

Curious toddlers can make sense of their world and explore how one experience links to another while they are outdoors. They will delight in opportunities to experiment and combine materials, such as sand or soil and water. They are often enthusiastic transporters, endlessly carrying objects from one place to another, for example, using small wheelbarrows to move conkers or leaves. The expanded space offers opportunities for greater physical challenges such as clambering up or rolling down a small hummock, using wheeled toys, digging in soil or collecting leaves.

Children can learn to make decisions, solve problems and grow in confidence in their own abilities outdoors and they need plenty of time to investigate their outdoor environment purposefully. They will make predictions about what may happen based on their previous play experiences and test out these ideas and theories. Two-year-olds are exploratory by nature and are testing their skills and keen to find out about everything they encounter, including grass, stones, different levels of ground, sand, soil, twigs and leaves. They are also interested in finding out through observing sounds or movement in the landscape and love to dig and move matter such as leaves by sweeping, lifting with a spade or kicking them along. All these activities help them to discover the properties of materials and what they will do.

Big room 36-60 Months:

Children can discover new experiences and revisit favourite ones outdoors. Their mobility and enjoyment of the company of others means investigations include using less obvious areas to play, such as a path running behind a low line of plants. Children need opportunities for sustained outdoor play with familiar materials as well as with less familiar resources such as a parachute, which can be used in collaboration with other children and adults. Enhanced communication skills support social and cooperative play and collaborative endeavours such as this. Mounting and dismounting from fixed and mobile equipment forms an interest in itself as children try out ways of travelling across a low bench on a safe surface or crawling along a suitably safe makeshift 'assault course'.

The outdoors is a place where children can continue to learn by doing. They carry on building on the knowledge, skills and understanding that they have already acquired to make sense of the world around them. They are active learners, seeking information and continuing to question and explore. Being outdoors provides a focus for different types of experiences which support young children's growing sense of confidence and autonomy. This is enhanced by the enjoyment of new challenges, such as seeking and finding treasure on a treasure hunt. Their enthusiasm to participate in outdoor experiences is expanded as their social and communication skills develop and they seek out and enjoy the company of adults and other children.

When moving around the building:

- 1) Complete the required form (either location of children form or care of children off of the premises)
- 2) Line up at the room door and count the children that are going down or out
- 3) Line up at the nursery exit door and re-count the children
- 4) Open the nursery door and ask the children to line up at the wall opposite the lift in order to ensure that all of the children have exited the nursery
- 5) If using the lift- no more than 4 adults or 2 adults and 4 children to use it at any one time. After exiting the lift, line the children up by the radiator.
- 6) If using the stairs, ensure that one practitioner is leading the children down the stairs whilst the other is bringing up the rear. After exiting the stairs, line the children up by the radiator.

If going into the main hall to play, open the door and count the children in, shutting the door behind you once all of the children have entered the main hall.

If going outside, ensure that all of the children are put into pushchairs, wrist straps or on the walk-o-dile. Ensure all of the children are accounted for before exiting the building.

On exiting the main hall, ask the children to line up at the main hall door, and again at the radiator to ensure that all of the children have exited the main hall.

or

On return to the building, ensure that all of the children have lined up against the radiator until the walk-o-dile and pushchairs have been put away.

If using the lift- no more than 4 adults or 2 adults and 4 children to use it at any one time. After exiting the lift, line the children up opposite the lift.

If using the stairs, ensure that one practitioner is leading the children up the stairs whilst the other is bringing up the rear. The member of staff leading the children up the stairs is to wait at the top to ensure children are kept safe and direct the children to line up opposite the lift. The person leading the children up the stairs to open the nursery door and count the children in ensuring that the practitioner bringing up the rear is the last person to enter.

Local Outings.

The following policy will apply should a nursery trip be organised to ensure that children are properly cared for away from the registered nursery.

The nursery is committed to ensuring that all children are taken out as regularly as possible. This will be subject to weather conditions and other relevant circumstances i.e. adult/child ratio, the type of activity, the ages and safety of children. A risk assessment has been carried out to include adult: child ratios, taking into account the nature of the outing.

Parents/carers sign the enrolment form to give consent for their child/ren to be taken off the premises for a non-motorised outing.

In order to ensure that children are properly cared for at all times, the following must be adhered to when off the premises.

The following things should be left with the manager before any trips take place: An outings form is to be completed stating

- the names of the practitioners and children who are going on the trip
- the destination of the visit
- emergency phone numbers for the children The nursery mobile number (should the need for them to be contacted arise).

The following things should be taken on all trips away from the nursery.

- A nursery mobile phone on outings for emergency use only
- A list of all children and staff including contact information, medical conditions should be taken.
- A suitably stocked First Aid box should be taken on all trips.
- Some wet wipes, toilet roll
- Spare clothes/nappies
- Drinks (particularly in hot weather)
- Bags for any rubbish
- Emergency contact forms
- Any medication needed for children i.e. inhalers

It is expected that children will arrive at nursery dressed appropriately for the weather.

Sunhats/sun-cream should be taken out on all summer trips (provided by parents) ensuring the safety of children.

Emergency Procedure for accidents

In the event of an accident staff will:

- Administer first aid if it is required whilst ensuring that the remaining children are supervised and ratios are maintained.
- Call an ambulance if one is required.
- Inform personnel at the venue if applicable.
- Inform the manager or supervisor about the accident.
- Contact the parents /carer or emergency contact.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- A record of the accident/ incident will be completed.
- In the case of any serious accident /injury Ofsted and RIDDOR will be informed.

Lost Child Procedure from Outings

At Small World Nursery we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing

- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Transported Outings

Small World Nursery takes the safety of children seriously and realises the responsibilities required when transporting children. We will ensure all legal requirements are met.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We will ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we will ensure that children do not eat when travelling in vehicles.
- We will ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

The above local outings policy will apply to all trips outside the nursery. In addition to this policy, the following will also be adhered to.

When hired or public transport is used the safety of the children must be ensured. Records will be kept about the vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport will have adequate insurance cover.

The following will be checks will also be carried out:

- Suitable restraints (seat belts) are provided and are functional in the vehicle.
- The vehicle is covered by insurance and has an up to date MOT certificate.

If possible confirmation of the above should be received in writing from the transport company.

Cars

- We will ensure that there is one seat per child

- The vehicle will have a valid M.O.T. certificate.
- The vehicle will have a working fire extinguisher.
- The vehicle will carry a first aid kit.
- We will ensure that no side facing seats are used.
- The setting will be insured for liabilities to third parties, (which covers passengers in the vehicle).
- The driver will hold a full licence.
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.

Minibuses

- We will ensure that there is one seat per child.
- All seats will be equipped with appropriate seat belts.
- The vehicle will have a valid M.O.T. certificate and appropriate insurance.
- The vehicle will have a fire extinguisher and first aid kit.
- Section 19 (Local Authority driving permit) will be obtained if appropriate.
- The driver will hold a pre 1997 driving licence with valid Category D1 authority, unless Section 2 applies.
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.

Seat belts - Legal requirements

	Front Seat	Rear Seat	Who is responsible?
Child up to 3 years old	Correct child restraint MUST be used.	Correct child restraint MUST be used. If a restraint is not available in a Licensed taxi/private hire vehicle, the child may travel unrestrained.	Driver
Child from 3rd birthday up to 135cms in height (approx 4' 5") (or 12th birthday whichever they reach first)	Correct child restraint MUST be used.	Where seat belts are fitted, the correct child restraint MUST be used. The child must use adult belt if the correct child restraint is not available as follows: - in a licensed taxi or private hire vehicle; or - for a short distance in an unexpected necessity; or	Driver

		- two occupied child restraints prevent fitment of a third. A child 3 years and over may travel unrestrained in the rear seat of a vehicle if seat belts are not fitted in the rear.	
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In almost all cases, every child up to 135cms (4' 5") or the age of 12 (whichever is reached first) must use a child restraint and drivers may not carry children as passengers just in seat belts.

Rear-facing baby seats **MUST NOT** be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.

Driving a Minibus – Legal Information

This section explains the licensing position of drivers of minibuses not used for hire or reward. It also explains the position for holders of minibus and community bus permits. DVLA Information Leaflet INF28 covering this subject is available.

Driving licences held before 1 January 1997

If you had entitlement to drive cars prior to 1 January 1997 - shown as group A (B for automatics) on an old style green or pink licence or as category B and D1 not for hire or reward on a pink and green or photo card licence - you can drive a minibus provided:

You are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward.

To drive a minibus which has 9 or more passenger seats for hire or reward you will normally need passenger carrying vehicle entitlement [PSV] (category D1 or D). To obtain this you must meet higher medical standards and take a further driving test.

New rules from 1 January 1998

Your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is next renewed. When your licence is renewed, your minibus entitlement (D1 and D1+E not for hire or reward) can only be issued if you make a special application which will involve meeting higher medical standards.

If your minibus entitlement is renewed you will normally be granted a D1 and D1+E licence for 3 years which will allow you to drive minibuses, not for hire or reward, in the UK and on temporary visits to other EC/EEA countries. See below for more details about driving abroad. If your minibus entitlement is not renewed, categories D1 and D1+E will no longer appear on your licence.

However if you are aged under 70 years, you may still be able to drive minibuses in certain circumstances.

This policy was adopted by	Small World Nursery
On	6 th August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)

Care of Children off of the Premises

In order to ensure that all children are properly cared for at all times, the following must be adhered to when off of the premises:

- A minimum of Adult : Child Ratio is adhered to
- A minimum of two adults to be present at all times (at least one of which is a Level 3 practitioner and holds a valid Paediatric first aid certificate)
- Children to be kept in the pushchair, on reins or on the walk-o-dile whilst getting to the destination safely.

Practitioner to complete

I have read the nursery's Supervision of Children on outings policy, the outdoor risk assessment and the risk assessment (please add specific risk assessment) and I am signing this form to say that I will adhere to it when taking the children off the nursery premises.

The following things will be taken with us on all trips away from the nursery:

- A list of all the children and staff that are going
- A Charged mobile phone for emergency use only
- A copy of the children's emergency contact details, medical conditions
- Any children's medication required whilst off the premises
- A suitably stocked first aid kit
- Wet wipes
- Toilet roll
- Spare nappies and clothes
- Drinks (particularly in hot weather)
- Bags for rubbish

Practitioner's signature	
Date	

Form to be given to the office

Destination	Names of children going	Names of practitioners going	Phone number of the mobile phone taken

Full Day Outings

Leader and contact number	
Deputy leader and contact number	
Venue name Address Telephone number	
Preliminary visit made/information received	
Date and time of outing	
Itinerary	
Number of children	
Age of children	
Children with special needs/disabilities requirements	

<p>Risk assessment completed</p> <p>By who?</p> <p>Please attach copy</p>	<p>Yes/No</p>
<p>Adult/child ratio</p>	
<p>Group supervisor</p> <p>Special skills needed</p>	
<p>Supervisor and staff names</p> <p>Include contact numbers and special skills</p>	
<p>Travel arrangements</p> <p>E.g. public/private, company used, times, emergency etc.</p>	
<p>Financial arrangements/ information/cost per child</p> <p>E.g. venue, travel, insurance costs, funding available</p>	
<p>Insurance information</p> <p>E.g. type of insurance, cover, who's covered, emergency contact details</p>	
<p>Emergency procedures</p> <p>E.g. who's in charge, recording incidents, liaison with others</p>	
<p>First aid provision</p> <p>E.g. first aiders, responsible person, venue, travel provision</p>	
<p>Aims and objectives of outing, learning and development links including outing activities</p> <p>E.g. what to expect at venue, where children will go, what they will do, what learning will take place</p>	

Pre-visit activities E.g. what learning will have taken place before the outing	
Post-visit activities/follow up E.g. what learning/consolidation will take place after the outing	
Organisation leader's consent Must be signed by organisational leader	

Outing evaluation

Venue E.g. suitability, facilities, content, attitude to clients	
Transport E.g. helpfulness, reliability, attitude to clients	
Itineraries and activities at the venue E.g. what worked and didn't work, which were most effective	
Pre-visit activities	

Post-visit activities

Children’s enjoyment and learning outcomes

Outcomes across EYFS

Feedback from children

Key interests that emerged

Suitable activities within the setting