

TRIPS & OUTINGS PROCEDURE	
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TRIPS & OUTINGS PROCEDURE

As a setting we are privileged to be situated in an environment which is surrounded by community resources we can access and enjoy. The following procedure has been drawn up to ensure children are safe when attending any trips or outings, on or off site.

Trips and Outings:

- Children will only go on trips and outings if consent has been provided by the parents and carers.
- There will be a general trips and outings risk assessment in place, further risk assessments will be completed if the trip and outing is outside the realms of this.
- Correct ratios will be adhered too for the duration of the trip and outing.

Adult: Child Ratio for External Trips	
Under 3's	1 adult to every 2 children
3 – 5-year-olds	1 adult to every 3 children

- Staff will ensure when taking any child out that their individual needs are considered e.g., do we need extra staff to support their needs, does the child need to be in a pushchair, are reins required, are there any health needs etc.
- On occasions we will have no control of what some members of the public may do, for example taking photos of the children. If this were to happen, we will remove the children from the situation and if deemed appropriate and safe to do so, challenge the situation, but our main priority would be the safety of the children.

On-site visits e.g., Farm, sports pitch etc:

- Office and/or senior staff will be informed that an outing is taking place.
- In the absence of office staff, a senior Early Years Educator will be informed.
- A trips and outings form must be filled, detailing which children and adults are attending the outing, where they are going and the expected time of return.
- A handheld radio must be taken, if one is not available then a designated member of staff will take a mobile phone and the number will be recorded on the trips and outings form.
- All the children must wear a tabard and/or label with the service name and contact telephone number.
- A First Aid kit must be taken.
- Life preserving medication and relevant paperwork must be taken for any children that are on medication.

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- Hand sanitiser must be taken, and good hygiene levels maintained and encouraged on outings around the Farm.
- Adults and Children must wash their hands with anti-bacterial soap upon returning to Nursery or Farm Adventurers. Children should be supported and encouraged to wash their hands for 20 seconds as per the Government guidelines.

Offsite trips e.g., library, park etc:

- Office and/or senior staff will be informed that an outing is taking place.
- In the absence of office staff, a senior Early Years Educator will be informed.
- A trips and outings form must be filled, detailing which children and adults are attending the outing, where they are going and the expected time of return.
- A mobile phone must be taken, and the number will be recorded on the trips and outings form.
- All the children must wear a tabard and/or label with the service name and contact telephone number.
- A First Aid kit must be taken.
- Life preserving medication and relevant paperwork must be taken for any children that are on medication.
- Hand sanitiser must be taken, and good hygiene levels maintained and encouraged on outings.

Travel to and from trip and outing destinations:

- Planning of all trips and outings will include the journeys, route to be taken and travel arrangements.
- If using a minibus or coach, we will ensure the bus is driven by a fully trained minibus or coach driver with full and relevant insurance.
- Where seatbelts are fitted these will be used.
- Where car/booster seats are required parents/carers will be given sufficient notice and will be expected to provide and install the car/booster seat.
- When using public transport all children will remain seated for the duration of the journey and will be supported by a familiar adult.

We would like to reassure parents/carers that every child's safety is paramount when in our care.

This policy works in conjunction with our Health and Safety Policy and Missing Child policy.