

TRIPS & OUTINGS PROCEDURE	
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## TRIPS & OUTINGS PROCEDURE

**As a setting we are very privileged to be situated in an environment which has lots of external and community resources for all the children to enjoy. The safety and security of all the children in the setting is our main concern at all times therefore the following procedure has been drawn up to ensure that children are safe at all times when going on any trips either on or off site.**

***This Policy has been updated in line with current Government Guidance in managing the COVID-19 Pandemic within Early Years Settings (21/05/2020):***

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Due to the current Government guidance regarding COVID-19 trips and outings off site are not currently permitted. On site trips and outings to Farm are permitted where there is parent/carer consent.

All staff will work with the following for on-site visits e.g. Farm, sports pitch etc:

- Office/senior staff will be informed of where the children are going. If there are no staff in the office another senior staff member in one of the rooms must be informed.
- A trips registration form must be filled in indicating which children and adults are going off site, where to etc.
- A walkie talkie/radio must be taken.
- All the children must have a tabard/label on them with the service name and contact telephone number.
- First Aid box must be taken.
- Medication and necessary paperwork for any children that are on medication must be taken.

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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/Farm Adventurers. Children should be supported and encouraged to wash their hands for 20 seconds as per the Government guidelines.

All staff will work with the following for off site trips e.g. library, park etc:

- Office/senior staff must be informed of where the children are going. If there are no staff in the office another senior staff member in one of the rooms must be informed.
- A trips form must be filled in indicating which children and adults are going off site, where to etc.
- A staff member must ensure that they not only tell someone which staff member is taking their/C&FS mobile phone but also write the number on the trips registration form.
- All the children must have a tabard/label on them with the service name and contact telephone number.
- First Aid box must be taken.
- Medication and necessary paperwork for any children that are on medication must be taken.

Travel to and from trip and outing destinations:

- Planning of all journeys and routes will include travel arrangements.
- When using minibuses or coaches we will ensure the bus is driven by a fully trained minibus/coach driver with full 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.

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- When using public transport all children will remain seated for the duration of the journey and will be supported by a familiar adult.

**Please note:**

- Children will only go on trips/outings if parents/carers have filled in a consent form allowing them to participate.
- Staff will ensure that a risk assessment has been carried out prior to any trip/outing taking place.
- Correct ratios will be adhered too at all times for any trip.
- Staff will ensure that 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/need reigns, health needs etc.
- As outlined in our missing child policy, after any such incident of a child going missing a full report will be made and an emergency meeting called to review procedures and safety measures and a written copy will be given to the parent/carer and follow up meeting will be called if necessary/required.

Whilst we aim to ensure the safety of all the children when on trips, on occasions we will have no control of what some members of the public may do e.g. take photos of the children etc. If this were to happen, where possible we would challenge the situation but our main priority would be the safety of the children in our care and therefore remove them from the situation.

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

**We would like to reassure parents/carers that every child's safety is paramount at all times when in the care of any of our Services. When necessary this policy will work in conjunction with our Missing Child policy.**