

Blackhall Nursery

Outings and Excursions Policy

General

The purpose of this policy is to ensure that trips and outings are as safe as possible, that adequate planning takes place in advance, that the appropriate administrative procedures are in place, and that procedures are in place to deal with an emergency. In its implementation of this policy Blackhall Nursery will have due regard to its obligations set out in the Scottish Social Service Council Codes of Practice for employers of Social Service Workers and Social Service Workers.

A trained First Aider must be present on all outings and excursions.

Additionally, when a child on the outing has a severe allergy for which an epi-pen has been prescribed, the First Aider must also have received training in epi-pen administration.

Ratios

For 3 to 5 year olds, there should be a ratio of 1 adult to 4 children, with a minimum of 2 adults when more than 2 children are taken on an outing.

Risk assessment

A risk assessment of each location to which children are taken on outings must be conducted. An outing is defined as any activity which takes place outside the boundaries of the Nursery, with the exception of Ravelston Park and Woods and the immediate environs of the Nursery (assessed at the start of each school year). This risk assessment takes into account the means of arriving and departing the location, hazards presented by the location and how these can be safely negotiated. It will also include action to be taken by staff/volunteers, how children are to be supervised during travel to and from the location and whilst there. The risk assessment will be recorded and used as a working document. It should take into account children's ages and abilities. A blank risk assessment form is included in the Excursions file – this should be photocopied and completed for each outing.

The risk assessment form for each outing should be reviewed by the excursion leader immediately after the outing. If any concerns have arisen during the outing, the excursion leader must convey that information to the Health and Safety officer whose responsibility it will be to ensure that the risk assessment is adjusted for future outings and that the appropriate safety measures are incorporated.

Recording Outings

A record must be kept of all children going on outings and the staff accompanying them.

Permission forms

Prior to any excursion, a parental permission form must be signed by a parent/carer for each child taking part.

Prior to coach outings, parents will be invited to supply their own booster seats for children. The use of booster seats will be at the discretion of parents/carers, but is recommended*.

During coach journeys, the Excursion Leader will sit at the front of the coach and a member of staff will sit at the back alongside/behind the children.

An open-ended consent form for visits to Ravelston Park and Woods is completed for each child at the beginning of each session. A separate permission form must be signed by a parent/carer for each child for all other excursions (a master copy is included in the Excursions file – this should be photocopied and completed for each outing). A file containing the completed excursion forms should be held at the Nursery.

Roles and Responsibilities

One member of staff should be designated as the Excursion Leader. This will normally be the most senior member of staff present, as indicated by the person-in-charge role. It will be their job to ensure that this policy is complied with and that the items specified in the check list are taken on the outing.

N.B. Children going on an outing should wear reflective waistcoats (Provided by the Nursery).

Check list (see appendix A)

Staff going on an excursion should take a back-pack which must contain a laminated copy of Appendix A and all the items listed in Appendix A.

Emergency Procedure (see appendix A)

The excursion leader should assess the situation and take appropriate action as per the emergency procedure detailed in Appendix A.

* see www.Gov.uk for the law regarding use of seatbelts and child seats.

“Minibus drivers and companies don’t have to provide child car seats. You must provide your own if you want to make sure a child has one.”

Children 3 and over must:

- Use a child car seat if there’s one available in a minibus
- Use an adult seat belt if child seats are not fitted or are unsuitable

This policy links to: Curricular Area: H & W Quality Indicator: 2.1 (HGIOELC) Care Standard: 1.32, 3.23, 3.25 UNCRC Articles: 19,34,36

Adopted on (date): 08.01.2024

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Outings and Excursions Policy – Appendix A

1. Check list and emergency procedure

N.B. A laminated copy of this sheet should be kept in the back pack at all times

Check List

The back pack to be used for all outings should contain:

- A fully charged mobile phone
- A spare set of clothes for the children
- A first aid kit
- Wipes
- Disposable gloves (several pairs)
- Disposal bags
- Any prescribed medicine (e.g. asthma inhaler, epi-pen) which may be required by a child in the group
- A list of emergency contacts for the children in the group
- Accident and Incident record book
- 2 black pens
- A copy of the class list with the names of the children taking part in the excursion clearly indicated

When all children and staff are leaving the building (e.g. to visit the primary school), the Excursion Leader should take a copy of all the children's emergency contacts

2. Emergency Procedure – see overleaf

2. Emergency Procedure

- The excursion leader should assess the situation and take appropriate action. This may include ensuring that first aid is administered and/or contacting the emergency services and the child(ren)'s emergency contact(s). The excursion leader may also contact the Nursery and ask a member of staff to speak to a child's emergency contact.
- The leader should also advise the Nursery as soon as is practicable of the nature of any incident and advise what measures have been taken.
- The accompanying staff members must look after the other children in the group at all times.
- The Chairperson of the Board of Directors should be informed of the nature of the incident as soon as possible after the group returns to the Nursery.
- A record of all incidents must be completed as soon as possible by the excursion leader or their deputy and signed by a parent / carer.
- Where appropriate report the incident to the appropriate authority (e.g. Council's leisure and recreation department for broken glass, etc.)