

OUTINGS POLICY

Link to policy and legislation:

- *Safeguarding Policy*
- *Lost / Missing child Policy*
- *Health and Safety Policy*

What this policy covers

- Parent/ Carer consent for outings
- Procedures for taking children on outings
- Staff ratios, risk assessment and first aid requirements
- Use of vehicles

As part of our curriculum, the children are taken for local walks, visits, etc. off the premises and permission will be sought for your child to be included in such outings. You will be informed in advance of any visits or outings involving the transportation of children away from the nursery. However, it would be impractical to ask for permission before every impromptu short walk the children are taken on and therefore we ask parent/carer(s) to sign the Visits and Outings permission to give their general consent for these. Whilst out for walk children will always stay with a member of staff. Younger children will be strapped in a pushchair; older children will have a wrist strap, or be holding onto a member of staff's hand/push chair. We will inform all parent/carer(s) if a vehicle other than a nursery vehicle is to be used. Any transport used will have the necessary checks made and any copies of certificates and identification will be taken prior to the trip.

When taking the children on a trip the nursery will:

- Secure individual written consent slips signed by a parent. We will ask parents/ carers to sign a separate consent form each time an outing is further than 1-mile radius or where transportation is required).
- Advise parent/carer(s) of the time and place the visit will take place.
- Advise parents/carers on the equipment needed for the trip i.e. suitable clothing, packed lunches etc.
- The staff/child ratio depends on the age and needs of the children and will be advised at the time as part of rigorous risk assessments required before an outing can take place.

The staff members will:

- Divide the children into small groups.
- Take a first aid kit and at least one member of the group will hold a valid and current paediatric first aid certificate
- The children's register and contact numbers for staff and children's parents/carers will be taken on the trip. The designated person in charge will take a register of the children before departure, during and after the trip.
- Head counts will be taken as necessary throughout the trip.
- The designated person in charge will also record the names of all children in the Outing Book, as well as providing: the location details, the departure time and an estimated arrival time and at least two mobile telephone numbers for staff attending the trip.
- At least two fully charged mobile phones will be taken as a means of emergency contact and staff members will contact the nursery at least once whilst out on the trip.
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform, the designated person in charge will also wear a florescent jacket.
- Children will be easily identified by staff when on a trip by use of a reflective jacket. The nursery name and telephone number will be displayed.
- A head count will be carried out on leaving the nursery, on arrival at the designated place, regularly during the visit and before departure.
- A senior member of staff will carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing.

- The designated person in charge will also take anything else that is deemed necessary for the comfort of the trip such as toiletries or water. Toilet facilities must be provided for the children at regular intervals.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- The designated person in charge will ensure that wrist straps are used as an extra security measure where appropriate, e.g. baby reins if necessary. Young babies or toddlers will always be taken out in a pram, or walk holding hands with a member of staff, not carried.
- In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parent/carer(s) will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parent/carer(s) being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- A pre-visit checklist and risk assessment will always be carried out before the outing. The process includes planning a safe walking route to the destination using approved pedestrian crossings. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- The Nursery will make provision for children with learning difficulties and/or disabilities, and those speaking English as an additional language ensuring that their individual needs and safety are properly met whilst on the outing e.g. by obtaining specific words in their first language, the use of pictures, photographs or signs to enhance their experiences whilst on the trip.
- Outings will only take place as long as sufficient staff remains on the Nursery premises to maintain the required adult to child ratios. This will be recorded on the Nursery registers.

Use of vehicles for outings

- All staff members shall inform parent/carer(s) in advance of any visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a log-book of maintenance, repairs and services is maintained.
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.
- When we use a mini bus, we will check that the driver is over 21 years of age and holds a P.C.V driving license. This entitles the driver to transport up to 16 passengers.
- When children are being transported, ratios will be maintained.
- When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked.

If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Ofsted will be contacted and informed of any incidents
- *For more details see the lost child policy.*

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Elephant and Castle Nursery

Routing Policies could be used to tell the router (self or neighbors) what routes and their attributes needs to be put into the routing table. There could be a wide range of routing policies. Some examples are below: 1-Set some metric to routes learned from a particular neighbor 2-Set some attributes (like AS PATH or Community value) to advertised routes to neighbors 3-Prefer a specific routing protocol routes over another routing protocol running on the same router. Routing Policy Example. In computer networking, policy-based routing (PBR) is a technique used to make routing decisions based on policies set by the network administrator. When a router receives a packet it normally decides where to forward it based on the destination address in the packet, which is then used to look up an entry in a routing table. However, in some cases, there may be a need to forward the packet based on other criteria. For example, a network administrator might want to forward a packet based on the source