Reading Early Years Schools Federation

Outings and off site visits Policy

Chair of Governors: Terry Hardie

Executive Head teacher: Joanne Budge

Date: June 2024

Date to be reviewed: June 2028

Aims:

We believe that children learn best through first hand experiences. It is our aim to provide children with opportunities to learn by taking part in visits and outings as a means of supporting and enriching the Early Years Foundation Stage curriculum.

We aim to achieve this by organising local and further afield visits and encouraging visitors into the Nursery school on a regular basis.

An outing is deemed 'Off site' when staff and children leave the Nursery premises – even if to visit an adjoining field or play area.

Procedure for organising outings:

- For small scale outings i.e. walk in the local area, the consent form parents agree to on admission will suffice as agreement for children to be taken off site.
- Written permission for larger scale outings i.e. using public transport, coaches etc. will be obtained from all parents/guardians prior to the outing.
- A risk assessment must be made before each outing and should be the subject of a review afterwards.
- All outings must have been the subject of a pre-visit by the designated staff taking the outing. All appropriate recommendations must be passed on to all parties involved.
- Staffing and ratios on outings:
  Children aged 3 and over: ratios must never exceed 1:4 on small scale outings and will be 1:2 children for all longer duration outings. Where possible parents should be encouraged to accompany their child/children. All outings of longer duration (more than 2 hours) need to be risk assessed with the Executive Head and ratios agreed prior to the outing.
  Children aged 2 and under: ratios must never exceed 1:3 on small scale outings and 1:2 on longer duration outings. Wrist straps can be used where needed. Where possible parents should be encouraged to accompany their child/children.
  All outings of longer duration need to be risk assessed with the Executive Head and ratios agreed prior to the outing.
  Children with special educational needs may require 1:1 support – either their own parent or a member of staff. Ratios and individual children's risk assessment must be discussed and agreed with a member of the senior leadership team ahead of the outing.
- Contact arrangements of the children, a list of children and helpers should be left at Nursery or with a responsible person. Staff in charge on any outing should have a copy of the contact details and have access to a mobile phone.
- Emergency first aid and individual's medication such as EpiPens/inhalers must be taken on any outing off site.
- Children must be counted before setting off, and again at the point of leaving the nursery premises, on the coach (if used) and counting must be ongoing and at regular intervals for the duration of the outing. If the group is broken into smaller groups, a designated person in charge must be assigned & is responsible for counting children at regular intervals.
- Transport must be fully insured, driver's details satisfactory and all seats must have belts. The maximum capacity for any vehicle must not be exceeded. We will only use licensed transport e.g. coach company and adhere to requirements regarding seat belts and car seats.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Toilet facilities must be provided for the children at regular intervals. Children who are not toilet trained should wear nappies & spares taken along.

- Food & drinks must be provided at similar times to those in Nursery and additional drinks should be offered it the weather is warm or energetic exercise is part of the day. No glass containers will be permitted
- Additionally some spare clothing should be taken along.

Charging for trips

Where there is a cost to the school in providing a trip, voluntary contributions will be requested from the parents. Please refer to the charging policy.

Insurance

There is a current certificate of insurance for offsite visits arranged by Reading Borough Council and the Royal Sun Alliance insurance company

Transport must be fully insured, driver's details satisfactory and all seats must have belts. The maximum capacity for any vehicle must not be exceeded.

Monitoring

This policy will be reviewed in line with the nursery policy review cycle and at least every three years.

This policy is linked to the lost child procedure which can be found as Appendix 1.

Appendix 1: The Lost Child Procedure

Aim: Safeguarding and keeping children safe are central to the school's procedures and policies. The aim of this document is to set down a procedure for staff in the unlikely event of a child going missing.

Each nursery within the REYS Federation is a secure building, however if a child were to go missing, the nursery will put into practice procedures, which ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk of the child.

- We will check the register to confirm the child came to the nursery.
- The member of staff will inform the person in charge (Executive Head teacher, Head of School, Deputy Head teacher, Nursery manager etc.) and at the same time an enquiry will be made to find out when the child was last seen and where.
- The person in charge and a member of staff will make a search of the buildings and grounds for the child.
- If the child cannot be found within two minutes, then the alarm will be raised within facility.
- All staff will ensure that the remaining children are sufficiently supervised and secure.
- Record to be made of last time child was seen and what they were wearing.
- If the child cannot be found within 10 minutes then the police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phones if available.
- Any CCTV available would be viewed and recorded for evidence.

Precautions taken to prevent such an incident taking place.

On premises:

- Parents and staff are to ensure the doors are secure and that outside gates are latched as they enter and leave the facility.
- Registers are taken as/once children arrive.
- Head counts to take place and checked against the board each time children move from one area of the building to another.
- Children's arrival and departure will be recorded as they arrive and leave
- All visitors to the nursery will be recorded and given a visitors' badge.

Off Premises:

- All children will have a named adult responsible for them when out on a trip.
- Head counts to take place each time children move from one area to another.
- No adult will be responsible for more than 4 children. This ratio will be higher should a child have any additional needs. All ratios to be discussed and agreed with a member of the school senior leadership team before the trip is approved.
- Children will have a badge/sticker with a contact phone number on for leader of the group. (NB the children's names will not appear on the badge)

When the situation has been resolved members of staff will review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Following incident, the Senior Leadership Team with relevant Governor should review the reasons for it happening and ensure measures are taken to prevent it from happening again. The incident and subsequent discussions should be fully documented.