



01.5 Short trips and outings

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- All staff are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents/Carers are requested to sign an outing consent form on registration, staff are made aware of any child who does not have consent to go on an outing, these children will remain in setting with other staff.
- A minimum of two staff, always accompany children on outings, qualified staff always adhere to correct ratios (1:8 for over 3 year olds and 1:5 for under 3 year olds). There is always a minimum ratio of 1:4 depending on the risk assessment.
- Parents/Carers who have undergone vetting as volunteers may be included in the ratio.
- A mobile phone belonging to the setting, walkie talkie and small first aid kit are always taken.
- Staff make sure they take the 'outing bag' with them which includes items above, necessary medication, wet wipes, water, nappies, gloves and other items as identified.
- Sun cream is applied as needed and children are clothed appropriately.
- Children and staff always wear 'high viz' vests, orange or green in colour.

Risk assessment

- Risk assessment if required, is completed prior to the outing. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Forest School / Outdoor learning area

- Forest school / Outdoor learning area has a separate risk assessment, a check of the area is always carried out prior to a visit and standard procedures are followed.
- Forest school always has a level 3 trained forest school practitioner present.

Family Outings (such as the annual outing to the SSME)

- Managers discuss any potential health and safety issues with venue prior to visit.
- Parents/Carers are notified via email/social media/letter about the event including date, venue and time.
- Parents/Carers are clearly told that their children are their responsibility throughout the entire duration of the outing.
- Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff must ensure that any child they spend time, with such as having taken a child on a train ride, at the venue is returned to their parent by the staff member personally.