



Trips & Outings



Nippers commits to ensuring that both staff and children whilst enjoying trips & outings will be safe & secure.

Special circumstances: *Parental consent for outings to the local parks, the Knaresborough Market/Town, Bebra Gardens, Lidl, Abbey road that are arranged "last minute" are stored with the child's registration forms. There are risk assessments in place for these venues.* A risk assessment on the venue will be completed prior to an outing taking place, this is included in the nippers nursery trips and outings plan. This plan will be carried out by the staff member leading the trip and discussed with the lead practitioner who will then consent to the trip taking place and parents being informed.

- A "Trip Slip" will be completed for every outing and this will list the children attending, the staff attending and be signed by the staff who are attending. It will display who is the lead staff name and the first aider who is responsible for which children. The trip slip will be attached to the register on that day. Both staff will sign the trip slip. Times of departure and arrival back will also be recorded, first aid on the trip slip. Staff will take a charged telephone and an outings bag containing a first aid kit on every trip.
- All children attending a preapproved trip will be marked as such on Famly.
- For outings other than the ones listed above, consent slips will be given to parents beforehand, stating the date, venue & items required.
- Parents will be expected to leave a contact number for the time of the outing on the consent form.
- If written consent is not obtained the parent will be contacted by telephone prior to the trip & a contact number recorded.
- Children will not be allowed to join the outing if consent has not been obtained.
- The consent forms will be safely secured with the lead practitioner should any unfortunate circumstances occur.
- 2 members of staff or more will be present on every outing. The Statutory Guidance for The EYFS will be adhered to. ^{**3.66}
- A staff member will take a nipper's mobile telephone & a first aid kit in an outings bag.
- 2 members of staff will always accompany children to the toilet. One member to assist, one member to be with the rest of the group but within eyesight and hearing of the first member of staff.
- In the event a child or staff member becomes ill, the staff member will inform the management by telephone and return to the setting with the whole group.
- Different individual needs can be catered for & careful consideration will be given to children with additional individual needs.
- In the event of unforeseen circumstances staff will contact nursery and an action plan will be put in place.
- In the event of an emergency, the staff member will call the emergency services first, then contact nursery and the nursery management will contact the parents.
- Staff will be diligent at all times.
- In the event that a child becomes lost the "Lost and uncollected child" policy and procedure will take place

**** As Stated in The Statutory Framework For the Early Years Foundation Stage**

3.66.Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

Reviewed June 25 – K.Addyman

Review March 26