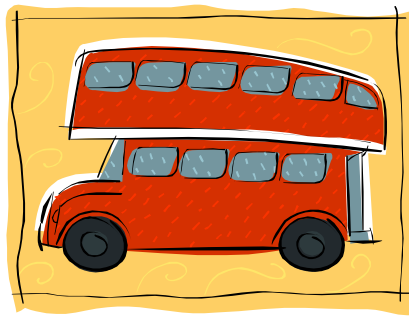


# **ST MARY'S COLLEGE EARLY YEARS DEPARTMENT**

## **BRIGHT SPARKS NURSERY**

### **External Trips & Outings – Policy and Procedure**



Date of Original Policy October 15

## **EXTERNAL TRIPS - POLICY**

### **Statement /aim of policy**

At Bright Sparks & Early Years we offer children a range of local outings including walks and visits off the premises. We encourage educational visits of all kinds as part of the wider educational experience that we offer our children. Children's safety is of paramount importance both on the school site and away from the site. We always seek parents' permission for children to be included in such outings.

- Reference must be made to the professional guidance available from the Department for Education:  
Department for Education, "Health and safety: Advice on legal duties and powers", February 2014. (Updated April 2022)  
Health & Safety Executive: "School Trips and Outdoor Learning Activities" 2011.  
Statutory Framework for EYFS September 2021. Staff are encouraged to use and adapt the checklists and documents provided in this guidance. For example, the guidance provides advice on trips to the beach and farms.  
First Aid in Schools, Early Years & Further Education Document August 2020 (Updated February 2022)  
<https://www.gov.uk/government/publications/first-aid-in-schools>

## **EXTERNAL TRIPS - PROCEDURES**

- Parental permission is obtained for all children going on the external trip.
- A pre-visit checklist, risk assessment and outings plan will be carried out by a Senior member of staff before the outing to assess the risks or hazards which may arise for the children or staff. This will identify steps to be taken to remove, minimise and manage these risks and hazards. We will endeavour to visit the venue prior to the visit to ensure that the site is suitable for the age, stage and development of the children.  
A risk assessment is completed prior to any external trip with Lost Child Policy (Outings) as a potential risk on all outings. Other considerations will include Health and Safety, Safeguarding and Accident and Injury. Child sickness and emergency procedures will also be planned for.
- The risk assessment will include the estimated time of departure and arrival, equipment needed for the trip, outings phone number and staff contact numbers (if necessary).

- The risk assessment will also include medical requirements. All medical needs will be adhered to during the outing.
- All staff will read the risk assessment prior to departure and sign the cover sheet. The Senior on the outing will be the designated person in charge.
- Children are organised into groups to ease counting on a regular basis
- Children are monitored in toilets by staff at all times.
- The adult/child ratio will take account of the nature of the external trip and the risk assessment.
- At least 3 members of staff will have a current Paediatric First Aid Certificate.
- All policies that are implemented throughout EYFS at St Mary's College Early Years Department must continue to be implemented whilst on the outing plus any additional references on the Risk Assessment.
- Vehicles used in the transportation of children on an external trip will be recorded and included in the risk assessment. Staff will not transport children in their own vehicles at any time. The school minibuses may be used but only with the approved drivers and following the procedures listed in the section below.
- Only adults/staff with suitability and a DBS check are allowed to be with the children unsupervised.
- A member of staff will have access to a mobile telephone at all times. The setting of the external trip might also have telephone access for staff. All records will be accessible through the office and the Head will ensure there is someone in the office to answer the phone. In an emergency staff will follow the details as laid down in the Risk Assessment. This is individual to each external trip.
- A member of staff will carry essential equipment such as a First Aid Kit, medication, spare clothing and, if necessary, spare nappies and wipes.
- Any First Aid administered on the trip must be recorded on an Accident Form and parents must be informed.
- Children with disabilities, cultural requirements and dietary needs will be catered for on external trips.
- Children must not wear any name identification on any trip/ outings outside of the St Mary's grounds.
- A central meeting point must be arranged on arrival if the group is splitting up.

- Staff will remain professional at all times and their behaviour will be in accordance with a professional code of conduct. Any member of staff reported to have acted in opposition of this will face disciplinary action.
- The Head or person in charge of the nursery must be informed of the trip's progress and whereabouts in order to inform parents if they call for information.
- A review of the trip will be completed as soon as is practicable in order to ensure the risk Assessment is valid and if amendments need to be made in the case of revisiting the setting.
- Any complaints regarding external trips must be made in accordance with the school complaints procedure.

### **Transport involving Minibus or Coaches**

Wherever possible the designated minibuss driver (employed by St Mary's College) should be the designated driver for any transportation using the minibus and after that Mrs Alice Haigh who has completed the ROSPA training.

- Consideration should be given to planning the journey, including:
  - (a) route (and availability of map)
  - (b) length of journey and travelling time
  - (c) driving time and driver rest breaks
  - (d) weather conditions
  - (e) more than one driver required?
- Supervision needs must be assessed and the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted.
- An emergency plan should be in place to include:
  - (a) means of communication
  - (b) dealing with road accidents
  - (c) dealing with illness of a passenger / driver
  - (d)
    - For The Mount minibus the drivers must have completed their ROSPA driving certificate.
    - Staff can drive the College minibus providing they have completed the relevant paperwork and have had a series of induction driving sessions.
    - Minibuses and any other vehicles used to transport our children are properly licensed, inspected and maintained. Regular checks are made to any site vehicles e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained.
    - Any mini buses/ coaches are fitted with 3-point seat belts.

- All vehicles 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.
- The drive of the minibus must be over 21 years of age and hold a Passenger Carrying Vehicle (PCV) driving licence. This entitles the drive to transport up to 16 passengers.
- We will ensure seat belts, child seats and booster seats are used.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.
- The following government guidance will be referred to in any planning of external visits, which includes the use of the minibuses.

*Driving School Minibuses Advice for Schools and Local Authorities September 2013*

Once again, these will be included in the risk assessment and staff/child ratio considerations.

### **Lost Children**

In the event of child being lost whilst out on a visit, the Lost Child Procedure (Outings version P27b.) will be followed. A copy of this will be in the Outings paperwork pack with the risk assessment and registers.

### **In the event of an emergency (including a terrorist attack)**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a risk assessment which covers all these risks and is planned ahead including weather, ill or injured child or staff member etc.

This policy is reviewed annually.

*Reviewed 30<sup>th</sup> September 2019*  
*No Outings March 2020 onwards Covid-19*  
*Reviewed 10<sup>th</sup> March 2021(No outings)*  
*Reviewed January 2022*  
*Reviewed March 2023- AH*