

0.1 Health and safety procedures

01.6 Trips, Outings and Excursions Procedure

To be read alongside Health and Safety Procedures 01.1–01.22 and the Missing Child Policy.

Planning and Preparation

- Outings have a clear purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another room to maintain ratios, they are fully briefed about the children they are accompanying.
- One staff member is the designated trip leader. They must:
 - Hold at least a Level 3 qualification
 - Be paediatric first aid trained
 - Be deemed competent by the manager
- The trip leader is responsible for overseeing all adults on the trip and all children.
- A trip form is completed before leaving; the leader completes this.
- The trip does not proceed if any concerns are raised about safety or viability.
- Staff confirm consent forms have been signed.
- Minimum staffing ratio:
 - 1:3 for babies in buggies, some disabled children, and children up to age 2
 - 1:5 for age 2
 - 1:8 for ages 3–4 (dependent on risk assessment)
- Children are specifically allocated to staff; staff remain responsible for their designated children throughout. This must be clearly identified on the trip form.
- Parents attending are responsible only for their own child.
- Vetted parent volunteers may count toward ratios.
- The setting mobile phone and a first aid kit are taken.
- Staff take water, cups, spare nappies, change of clothes, and wipes, based on the length of the trip.
- Sun cream and appropriate clothing are ensured.
- Footwear is checked before leaving.
- A safety briefing is given by the trip leader to all children and adults.
- Children wear high-vis vests. Under 3s have wrist straps held by staff. Buggies are used for non-walking children or those with SEND.
- If toileting accidents occur and no facilities are available, staff clean the child discreetly and return to nursery as soon as possible.
- Emergency contacts are available on Family.

- At least two two-way radios are taken and tested before leaving and on arrival.
- Headcounts are completed:
 - Before leaving nursery
 - On arrival
 - Before leaving the venue
 - Upon returnThese are recorded on Famly by the trip leader. Staff also complete periodic headcounts of their own children.

Risk Assessment, Risky Play and Eating

- A trip form with risk assessment is completed prior to the outing and approved by the setting manager or room leader.
- Children with specific needs have individual risk assessments as required.
- Risky play activities follow the in-setting risky play procedure.
- Eating routines: all children eat at the same time; no activity takes place during eating for full supervision.

Outing Venues (Larger Outings)

- Regular venues are risk assessed. A pre-visit is arranged where possible.
- If a pre-visit is not possible, the venue's risk assessment is requested.

Transport

- Only reputable coach companies are used.
- The manager ensures seat belts, booster seats, and child seats are used appropriately.
- Seating capacity is not exceeded.
- Drivers are not counted in ratios.

Transport Provided by the Setting

- Records are kept including insurance, vehicle details, and named drivers.
- Staff using their own vehicle must have appropriate insurance.

Farm and Zoo Visits

- Staff are aware of risks such as E.coli and toxic farm substances and complete a risk assessment.
- The venue is contacted to confirm no recent outbreaks of infection.
- Hands are washed after touching animals.
- No food is consumed in animal areas.
- Children do not put faces close to animals.
- Animal droppings contact requires immediate handwashing.
- Shoes are cleaned and hands washed when leaving.

- Pregnant staff/volunteers avoid contact with pregnant ewes and may seek medical advice.
- Farmers must ensure adequate handwashing, clean picnic areas, and full compliance with health and safety requirements.

Larger Outings Checklist

- Identified lead person.
- Clear educational purpose approved by management.
- Trip form and updated risk assessment shared with all adults.
- Staff understand potential risks and take measures to minimise them.
- The trip leader is the last to leave the venue or transport.
- The trip leader conducts safety sweeps before, during, and after the outing.

Serious Accidents and Incidents on Trips

- The trip leader takes charge and positions themselves to oversee all staff.
- The first staff member with paediatric first aid begins first aid unless they feel unable, in which case another trained staff member takes over.
- After the primary survey, the trip leader decides whether:
 - An ambulance is needed
 - First aid can be given on site
 - The child should be returned to nursery
- If the child cannot safely return, an ambulance is called.
- Meanwhile, remaining staff gather children in a safe place and complete a headcount recorded on Family.
- Once the immediate situation is managed, the trip leader contacts the nursery manager.
- If the incident is resolved and the manager deems it safe, the trip may continue. If the manager cannot be contacted, the trip ends and returns to the nursery.

Further Guidance

- Daily Register and Outings Record (Alliance)
- Good Practice in Early Years Infection Control (Alliance)
- Introducing Forest School in the Early Years (Alliance)
- Preventing Accidents to Children on Farms (HSE 2013)