

## 12. Trips and Outings Policy

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Jan 2010	First adopted	Committee	Dropbox.com Website	
V2.0	Mar 2016	Reviewed	H Mansfield	Dropbox.com Website	Mar 2017
V3.0	Sept 2017	Reviewed and version controlled	K Coupe	Dropbox.com Website	2019/20
V4.0	29 Apr 2019	Update re Pre-school's mobile phone	K Coupe	Dropbox.com Website	Apr 2021
V5.0	6 Jan 2020	Details of retention period for consent form & reference to EYFS	K Coupe	Dropbox.com Website	Jan 2022
V6.0	19 Apr 2021	reviewed with reference to Guidance for safer working practice for those working with children and young people in education settings and the associated Addendum	K Coupe	Dropbox.com Website	May 2023
v7.0	25 Apr 2022	Updated as follows: <ul style="list-style-type: none"> <li>• Inclusion of wording with regards to "duty of care";</li> <li>• list of associated policies &amp; procedures as per GSCP section 175/157 safeguarding audit 2022</li> </ul>	K Coupe & E Pearce	Dropbox.com Website	Apr 2024

### Policy Statement

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Staff in North Nibley Pre-school ensure that there are procedures to keep children safe on trips and outings; all staff and volunteers are aware of and follow the procedures.

We expect our staff to take particular care when supervising children in the less formal atmosphere of an educational visit where a more relaxed discipline may be acceptable. Staff remain in a position of trust<sup>1</sup> and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

<sup>1</sup> Everyone working with children has a "duty of care" to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to Children's Services or the Police

Any trip or outing away from the Village Hall will be conducted in such a way as to ensure the safety of all children and adults.

A copy of this policy is kept in the Trip Risk Assessment File.

A trip is defined as an excursion to a setting away from the local environment, ie. Bristol Zoo, Slimbridge etc. which requires a change to the usual pre-school routine, ie. altered start time, meeting place, finish time.

An outing is defined as a short excursion off Village Hall premises but within the local environment, ie. to the playing fields, or other location within the village. Outings will not disrupt the usual pre-school routine, ie. start time or finish time.

### **Ratio of adults to children**

- There will be at least a ratio of 1 adult to 2 children for any trip that leaves the pre-school premises. This ensures that each child's hand can be held by an adult.
- For outings, the Playleader will make a risk assessment<sup>2</sup> to consider the particular needs of the location and children attending and will decide on the required ratio of adults to children to ensure safety of the children (see also 'pre-school trips' below and 'organisation of trips and outings').
- One person, normally the Playleader, will be in charge, and for trips outside the village will be additional to the ratio of 1 adult to 2 children. Everyone taking part in the trip should know who is in charge and refer to them.
- Every adult on a trip will be assigned 2 children for whom they will be responsible for the duration of the trip unless instructed to change by the person in charge.
- A trip or outing will not go ahead if the required ratio is not met.
- The Playleader may increase the ratio depending on the needs of the children on the trip or following the risk assessment.
- On every trip or outing we ensure that there is at least one member of staff who holds a current paediatric first aid certificate<sup>3</sup>.

### **School visits**

These visits can have a ratio of at least 1 adult to 4 pre-school aged children to walk the children to school. There must be a minimum of 2 adults per trip and the Playleader may request a higher ratio dependant on the needs of the children.

### **Organisation of trips**

- A risk assessment will be carried out for every trip or outing that leaves the Village Hall/playground area, detailing what the trip or outing will entail and an analysis of the hazards. This risk assessment will be carried out by 2 members of staff. Repeat trips or outings, ie. to the local school and playing field, need not have a risk assessment carried out each time, but will be reviewed before each trip to ensure that any precautions remain suitable. Completed forms will be filed in the Trip Risk Assessment folder after the trip or outing.

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<sup>2</sup> Para 3.65 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

<sup>3</sup> Para 3.25 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

- All venue risk assessments are available for parents to see.
- A pre-visit by the trip organiser is recommended for trips to places not previously visited.
- Parents will sign a consent form before trips outside the village.
- Any adult accompanying a trip should read through this Policy prior to the trip.
- The children will wear 'phone number identification, so that if they should get lost someone who finds them has a point of contact. All children will wear high visibility jackets on trips and outings.
- The following items will always be taken on trips:
  - register of children;
  - contact details of all staff and children;
  - First Aid Kit;
  - medication if necessary;
  - mobile phone;
  - a spare bottle of water;
  - spare clothing and bags for soiled items (not school trips);
  - nappies;
  - hand cleaning gel or wipes; and
  - a copy of the trip policy and the unaccompanied child procedure.

The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.

- Contact details will also be held for each child, with any relevant medical information.
- On longer trips, there will be a designated person, who is not on the trip. In the event of a problem they will be able to communicate between all parties and organise any assistance that is required. They will hold contact details of everybody on the trip, including the adults.
- Outings are recorded in an outings record book kept at North Nibley Pre-school, stating:
  - the date and time of the outing;
  - the venue and mode of transport used;
  - the names of the staff members assigned to each of the children;
  - time of return.

### **Mobile phone**

When away from the setting with the children on an outing or trip, or visiting the local primary school, staff will take with them the Pre-school's mobile phone in case of emergencies. At all other times, this mobile phone is kept switched off and locked away, being checked once a week for messages.

### **Invoicing for trips and outings**

#### *Outings:*

- As outings do not disrupt the usual routine of the pre-school day, invoicing will be as usual for any day where an outing is undertaken.

#### *Trips:*

- Alterations to invoicing only applies to any unfunded hours that children attend. Funded hours are unaffected.
- Any child accompanied by an adult of their own arrangement, ie. non-staff member, will not be invoiced for their attendance that day.

- Any child accompanied by a pre-school staff member will be invoiced for the duration of the trip.
- We believe trips offer a unique learning opportunity for children. It is acknowledged that running trips has an associated increase in costs to the running of the pre-school through lost income. Parents will be invited to donate their usual invoicing cost for the trip day.

*Visits to the local primary school:*

- As these visits do not disrupt the usual routine of the pre-school day, invoicing will be as usual.

### **Lost child**

The following is in addition to the Lost Child Policy<sup>4</sup>.

In the event of a child becoming separated from the group, the Deputy Playleader will gather and keep the remainder of the group together and ensure all other children are present.

The Playleader will, if applicable, inform site security immediately and organise a search of the surrounding area. If after 10 minutes from when the child was first discovered lost they have not been located, the police will be called.

### **Drivers<sup>5</sup>**

Drivers taking children unaccompanied by their parent or guardian will have their driver's license and insurance documents checked by a member of the committee or staff. To avoid the need to have Disclosing and Barring Service (DBS) clearance of drivers, we will ask parents to organise car sharing between themselves via a list on the notice board. Any children not covered by this will need to travel with a member of staff or volunteer (see 'Transporting children'). All drivers should carry a mobile 'phone so they can contact the rest of the group in case of a delay etc.

### **Transporting children**

In certain situations, staff or volunteers may be required to, or offer to, transport children as part of their work. As for any other activity undertaken at work, North Nibley Pre-school has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks. The setting believe that this situation is unlikely to occur.

However, staff should not offer lifts to children unless the need for this has been agreed by the Play Leader and/or Chair of Committee. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. If transport, eg. coach, is booked then this requirement should be double checked with the provider together with confirmation that their allocated driver holds a current DBS certificate and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport children outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parents/carers.

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<sup>4</sup> Policy 14 Lost Child

<sup>5</sup> Para 3.66 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

### **Retention period of consent forms<sup>6</sup>**

There is no legal requirement with regards to the time period to retain such forms. However, North Nibley Pre-school keeps these forms in a secure filing cabinet for a period of 12 months, after which they are destroyed. However, if there was an issue on the trip, such as an accident or incident, the forms will be kept for 3 years after the child/children have left the Pre-school. Details of the retention period are included on the consent form.

### **Associated policies and procedures**

- No 35 : Record keeping

### **Reference**

*Safer Recruitment Consortium*

*“Guidance for the safer working practice for those working with children & young people in education settings” v 2 May 2019*

*Associated Addendum April 2020*

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<sup>6</sup> Policy 35: Record Keeping