

Mad Hatters

Trips and Outings Policy

Children can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in nursery; visits help to develop a child's investigative skills and also encourage greater independence. They also provide children with knowledge and awareness of the world around them and encourage personal and social development.

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Before a visit the group leader should undertake a full risk assessment and have appropriate safety measures in place.

The group leader/trip organizer should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of staff to children.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of the children.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit.

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing children.
- Emergency arrangements.

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First Aid

On any trip the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken.

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box.
- A person appointed to be in charge of first-aid arrangements, and hold a minimum level 2 pediatric first aid qualification.

Other considerations when considering first-aid should include:

- The numbers in the group and the nature of the activity.
- The distance of the nearest hospital.

Supervision – Responsibilities

Staff must understand their roles and responsibilities at all times. In particular, all staff should be aware of any children who may require closer supervision.

- As a general rule one member of staff to every two children should apply. In some cases a ratio of one to one may apply, or dependant on the group for example, the older children one member of staff to 3 children may apply.
- A risk assessment will be completed, to include the ratios of staff to children.
- Regular head counting of staff should take place, particularly before leaving any venue.
- The group leader should establish rendezvous points and tell staff what to do if they become separated from the group.
- The suitability of potential supervisors should be assessed by the group leader and manager at an early stage of the planning process. Similar considerations should be made for adults who have no supervisory role but who wish to take part in the visit.
- All adult helpers, including staff and parent/volunteer helpers, must understand their roles and responsibilities at all times. Supervisors should be aware of any children who may require closer supervision.
- Staff retain responsibility for the group at all times.
- All supervisors should carry a list of all children and adults involved in the visit at all times.
- The staff member in charge remains responsible for children even when not in direct contact with them.
- Children should not wear name badges.

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Preparing Children

- Children should clearly understand what is expected of them and what will happen on the trip.
- Children must understand what standard of behaviour is expected of them and why rules must be followed.

Participation

- The staff in charge should ensure that the children are capable of undertaking the proposed activity.
- They should not be coerced into activities of which they have a genuine fear.
- Children whose behaviour is such that the staff member in charge is concerned for their safety, or for that of others, should be withdrawn from the activity. The staff member in charge should consider whether such children should be sent home early. Parents and children should be told in advance of the visit about the procedures for dealing with misbehaviour, how a child will be returned home safely and who will meet the cost.

Information to Children

The staff member in charge should decide how information is provided, but ensure that children understand key safety information. Children should understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- What standard of behaviour is expected from the children.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.
- What to do if approached by anyone from outside the group.

Emergency Procedures

- If at any time there is a change in the planned schedule new activities should be assessed and all staff provided with the appropriate information, and this relayed back to nursery.

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Children with Special Educational and Medical Needs

Every effort should be made to include children with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

The staff member in charge should discuss the visit with the parents of children with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

Children with Medical Needs

All staff supervising visits should be aware of a child's medical needs and any medical emergency procedures. If the child's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission for the staff member in charge to administer medicine.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.

Special transport needs for children who require help with mobility. Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at destinations. All staff supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary. If staff are concerned about whether they can provide for a child's safety or the

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safety of other children on a trip because of a medical condition, they should seek general medical advice from the child's parents.

Communicating with Parents

Full written details of the trip or outing must be given in full to parents and parental consent obtained before their child can leave the nursery premises. The following information on matters that might affect children's health and safety should be given to parents:

- Dates of the visit.
- Visit's objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- Modes of travel, including the name of travel company.
- Size of the group and the level of supervision.
- Details of provision for special educational or medical needs.
- Procedures for children who become ill.
- Names of leader, of other staff and of other accompanying adults.
- Details of the activities planned.
- Standards of behaviour expected (this information may take the form of a code of conduct which parents should sign).
- What children should not take on the visit.
- Details of insurance taken out for the group
- Clothing and equipment to be taken.
- Money to be taken.
- Details on the cost of the visit if any.

Parental Consent

Senior staff should seek consent for:

- Non-routine visits involving all children
- If parents withhold consent absolutely, the child should not be taken on the visit.
- A parental consent form should be completed for each child in the group.

Some general issues to consider include:

- Allergies/phobias the children may have.
- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any recent illnesses suffered by the child.
- Whether the child suffers from travel sickness.
- Any other information which the parent thinks should be known.
- Parental home and daytime phone numbers and addresses.
- An alternative contact, with their phone number and address.

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Medical Consent

This should form part of the parental consent form. Parents should be asked to agree to the child receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the manager may decide to withdraw the child from the visit – given the additional responsibility this would entail for the group leader.

Supervision on Transport

- The group leader is responsible for the party at all times, including maintaining good discipline.
- All staff should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – children need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- Appropriate supervision and discipline should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated staff member, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.

Hiring Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group leader should ensure that seat belts are available for children. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

If any of the group use a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities.

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Private Cars

- Private cars should not be used for trips or outings without prior permission from the manager.
- Staff and others who drive children in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the children.
- The driver is responsible for making sure that the children have a seat belt and care seat if applicable and use it at all times.

Insurance

- The group leader must ensure, well before the group departs, that adequate insurance agreements are in place.
- The group leader should write to the parents to inform them which responsibilities the nursery accepts and the scope of any insurance cover the nursery is to arrange. It is advisable to make copies of the insurance schedule available to parents as soon as possible in the booking process.
- Additional cover may be necessary for participants with medical conditions. The group leader should ask the nursery manager to check this with the insurance company before departure.

Emergency Procedures

Staff in charge of children during a visit have a duty of care to make sure that the children are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life saving action in an extreme situation. Emergency procedures are an essential part of planning a nursery visit.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency? The group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged.

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All those involved in the school trip, including staff and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

Emergency Procedures Framework During the Visit

If an emergency occurs on a nursery visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know, are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a staff member accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the nursery contact.
- Details of the incident to pass on to the nursery should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required. This may be done by school contact.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

The main factors for the school contact to consider include:

- Ensuring that the group leader is in control of the emergency, and establishing if any assistance is required from the nursery.
- The reporting of the incident using appropriate forms, if necessary.