

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"> • Inclusion of wording with regards to "duty of care"; • list of associated policies & procedures as per GSCP section 175/157 safeguarding audit 2022 | K Coupe & E Pearce | Dropbox.com Website | Apr 2024 |
| V8.0 | 24 Apr 2024 | Reviewed and amended <ul style="list-style-type: none"> • confirmation that staff are not insured to drive children during working hours • references to EYFS paragraphs updated | E Roberts R Powell | Dropbox.com Website | Apr 2025 |

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 trust¹ and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

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. Cattle Country, 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 assessment² 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 or the Setting Support Officer, 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 certificate³.

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

¹ 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

² Para 3.74 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

³ Para 3.29 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

- 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.
- 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.
- 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.

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.

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 Policy⁴.

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.

Drivers⁵

North Nibley Preschool asks parents to organise car sharing between themselves. All drivers should carry a mobile 'phone so they can contact the rest of the group in case of a delay etc and adequately insured..

Transporting children

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 are not allowed to transport children during working hours due to insurance requirements.

Retention period of consent forms⁶

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

⁴ Policy 14 Lost Child

⁵ Para 3.75 of the Statutory Framework for the Early Years Foundation Stage (EYFS)

⁶ Policy 35: Record Keeping