Trips and Outings Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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Pippa Pop-ins®
Nursery Schools

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
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Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 Under this policy all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts are collectively referred to as '**staff**'.

1.3 This policy does not form part of any contract and Pippa Pop-ins may amend it at any time.

1.4 References to trips in this Policy are to one-off events which represent a marked change in regular routine—for example, a visit to a farm or theatre. Outings are regularly occurring experiences, such as a visit to the local park or to usual forest school destinations. Trips and outings are collectively referred to as trips/outings in this Policy.

2. Policy Aims

2.1 At Pippa Pop-ins, we believe that children should experience the world beyond the nursery as an essential part of learning and personal development. We offer children a range of local outings including walks, trips to local parks and trips/outings to new environments off the nursery premises. We believe that planned trips/outings complement and enhance the learning opportunities inside the nursery environment and extend children's experiences.

2.2 Pippa Pop-ins aims to:

2.2.1 enable its nurseries to offer new experiences through trips/outings in a safe manner;

2.2.2 provide clear guidance on how trips/outings should be planned and managed;

2.2.3 ensure that staff understand how to keep children and themselves safe during trips/outings; and

2.2.4 provide a clear response procedure in the event of an emergency while on a visit.

2.3 This policy complies with the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. This document should be read in conjunction with other Pippa Pop-ins policies and procedures, for example: Health and Safety, Safeguarding and Child Protection, Behaviour Management, Missing Children and Late Collection and the Staff Code of Conduct.

2.4 Where the term outing is used this can be a regular extension to the nursery day e.g. a walk to the park.

2.5 Where the term trip is used this is a specific offsite visit e.g. to a museum.

3. Responsibilities

3.1 Head of Nursery Responsibilities

3.1.1 The welfare of children attending trips/outings is the responsibility of the Head of Nursery. They must ensure that:

- adequate child protection procedures are in place;
- an appropriate risk assessment has been completed;
- every visit has a Visit Leader who has experience in supervising the age groups attending the visit/trip/outing;
- the Visit Leader has sufficient time to organise the visit according to this Policy;
- the Visit Leader is familiar with the location where the visit will take place;
- training needs have been assessed by a competent person and the needs of the staff and children have been considered;
- the ratio of adult supervisors to children is appropriate;
- arrangements have been made for the medical needs and special educational needs of all children;
- the mode of travel is appropriate;
- travel times out and back are known, including pick-up and drop-off points;
- there is adequate first aid provision available which is known to all adults on the visit;
- there is adequate insurance cover where required;
- the Visit Leader and staff supervisors have:
    - copies of the agreed emergency procedures;
    - the names of all the adults and children travelling in the group; and
    - the contact details of parents; and
- there is a contingency plan for any delays.

3.2 Visit Leader Responsibilities

3.2.1 One member of staff, the Visit Leader, should have overall responsibility for the supervision and conduct of the trip/outing and should have regard to the health and safety of the group. The Visit Leader should:

- follow Pippa Pop-ins policies;
- appoint a competent deputy;
- ensure that all those attending or involved in the visit know who is in charge at any time and that all staff members are clear about their responsibilities;
- ensure they are able to control and lead children of the relevant age range;
- be suitably competent to instruct children in an activity (and provide proof where necessary) and be familiar with the location where the activity will take place;
- be aware of child protection procedures, safer recruitment procedures and volunteer vetting procedures;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of staff and parents;
- undertake and complete a comprehensive risk assessment;
- regularly review undertaken outings and advise the Head of Nursery where adjustments may be necessary;
- ensure that staff are fully aware of what the proposed visit involves;
- ensure the ratio of supervisors to children is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the children is unacceptable and have in place procedures for such an eventuality; and
- ensure that the supervising staff have the details of any child's special educational or medical needs which will be necessary for them to carry out their tasks effectively.

3.3 Staff Responsibilities

3.3.1 Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the Visit Leader and assist with control;
- consider stopping the visit, notifying the Visit Leader, if they think that the risk to health and safety of the children is unacceptable; and
- be aware of and understand the content of the risk assessment.

3.4 Trips/outings Parent Responsibilities

3.4.1 Parents should be able to make an informed decision on whether their child should go on the visit. The Visit Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

3.4.2 The Visit Leader should support parents with how they can help prepare their child for the visit should there be any resistance or any anxiety based on individual child's need.

3.4.3 Special arrangements may be necessary for parents for whom English is a second language.

3.4.4 Parents will need to (all this information will already be available on Famly and visit leader will verify the information before a visit):

- provide the Visit Leader with two emergency contact numbers;
- provide consent via the Famly app prior to departure of the trip; and
- give the Visit Leader information about their child's emotional, psychological and physical health which might be relevant to the visit.

4. Planning and Documentation

4.1 Before the first instance of what will become a regular outing, the processes in the rest of this paragraph 4 should be followed. Thereafter, the procedures in paragraphs 4.2-4.5 will not need to be repeated. However, in the event of an incident or near miss on a regular outing, the risk assessment must be updated.

4.2 Risk Assessment

4.2.1 A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them to the lowest practicable level. Children must not be placed in situations which expose them to an unacceptable level of risk. If the risks cannot be contained then the visit must not take place or an alternative activity should be considered, where appropriate.

4.2.2 A risk assessment must be completed by the Visit Leader well before the visit, and should be approved by the Head of Nursery at least five working days before the visit. A risk assessment for a visit need not be complex but it should be comprehensive. Specialised information for some trips/outings may be necessary and the Head of Nursery should ensure that the person assessing the risks is competent to do so. Those running a trip for the first time will be given guidance from the Head of Nursery when conducting the risk assessment.

4.2.3 The risk assessment should include the following considerations (risks will be trip and children specific so will be reviewed accordingly):

- the identity of the Visit Leader;

- the type of visit and/or activities being undertaken;
- the location, routes and modes of transport;
- the estimated time of departure and return;
- the competence, experience, status (vetted and otherwise) and relevant qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to children;
- the age of the children;
- the special educational, dietary or medical needs of children;
- seasonal conditions, weather and timing;
- potential hazards and who might be affected by them;
- existing safety measures and what might need to be in place to reduce risks to an acceptable level;
- the required equipment;
- financial arrangements
- first aid provision;
- what mitigations can the Visit Leader put in place
- measures for if a child becomes unable or unwilling to continue; and
- steps to be taken in an emergency.

4.2.4 Regardless of the type of the visit, the Visit Leader must be prepared to re-evaluate and/or reassess the risks whilst the visit is taking place taking account of any relevant changes in circumstances or factors such as fatigue or changes in the weather.

4.2.5 First aid should form part of the risk assessment. Before undertaking any off-site activities, the Head of Nursery or the Visit Leader should assess what level of first aid might be needed. On any kind of visit there must be a staff member with training in paediatric first aid. The Visit Leader must ensure that an adequate first-aid box is taken. All adults in the group should know how to contact the emergency services.

4.3 Initial Visit

4.3.1 An initial visit to the proposed location for the visit must be undertaken by the Visit Leader to:

- ensure the location is suitable;

- assess potential areas of risk;
- ensure that the location can cater for the needs of the staff and children in the group; and
- become familiar with the location before taking a group of children there.

4.3.2 If an initial visit is not possible, the Visit Leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue (by phone or letter), from other nurseries who have recently visited or from local organisations such as tourist boards.

4.4 Financial Planning

4.4.1 The Visit Leader should ensure that all parents have early written information about the costs including funded families of the visit and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit. The Visit Leader should ensure that parents are notified well in advance in writing about any costs associated with a visit and provision is made to facilitate staged payments where appropriate.

4.4.2 Whenever children are taken out of the nursery setting, it is essential that Pippa Pop-ins' insurance covering negligent actions by staff is operative.

4.5 Informing Parents

4.5.1 Parental consent will be sought before an outing via the Famly app, including permission to use public transport where required. The full risk assessment and trip plan will be provided to parents for their review prior to providing consent.

4.5.2 If parents withhold consent the child should not be taken on the outing.

4.5.3 Parents will be kept informed of outing/trip arrangements at appropriate stages before the departure date via Famly.

5. Preparing Children

5.1 Providing information and guidance to children is an important part of preparing for outings and trips. Visit Leaders should ensure that the children understand the nature of the outings/trips and that they understand the main risks and how they should act to ensure their safety e.g. safe procedures for road crossing.

5.2 Participation

5.2.1 The Visit Leader should ensure that the children are capable of undertaking the proposed activity. Children whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, should be supported with additional staff to ensure they are included in all the activities.

5.3 Inclusion

5.3.1 Pippa Pop-ins will make every effort and make all reasonable adjustments to ensure that all children are able to take a full and active part in off site trips/outings and that they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc.

5.3.2 Pippa Pop-ins will only consider preventing a child from attending an offsite visit/outing as a last resort and will only do so following consultation between the nursery and the parents and only then if the refusal is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the child concerned or others on the visit/trips/outings.

5.3.3 Pippa Pop-ins will work with parents in order to agree a way forward in respect of the proposed visit/outing/trips and retain a written record of the steps taken and the final decision.

5.4 Children with Medical Needs

5.4.1 Additional safety measures to those already in place in the nursery may be necessary to support children with medical needs during trips/outings. Consideration should be given to arrangements for the safe storage and administration of medication.

5.4.2 All staff supervising trips/outings should be aware of a child's medical needs and any medical emergency procedures. Summary sheets held by all staff, containing details of each child's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a volunteer teacher should be trained in administering medication (if they have not already been so trained) and should take responsibility in a medical emergency. If the child's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany them.

5.4.3 Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport if appropriate.

5.4.4 If ramps are not going to be available in certain places, the Visit Leader may wish to arrange to take portable ramps with them. The Visit Leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

5.4.5 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.

5.4.6 The Visit Leader should confirm with the Head of Nursery that Pippa Pop-ins' insurance policy covers staff and children with pre-existing medical needs.

5.5 Children with Special Educational Needs

5.5.1 Any limitations a child may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site trips/outings may pose additional difficulties for a child with SEN. 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?

6. Staffing and Supervision

6.1 Pippa Pop-ins' Child Protection and Safeguarding Policy will apply at all times during off site trips/outings. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the visit must be dealt with immediately, in accordance with the policy and procedures.

6.2 Pippa Pop-ins nurseries will adhere to the following ratios for trips and outings (and will factor in the destination/age, stage and needs of the children):

Age Group	Staff : Child Ratio
Under two years old	1 : 2
Two years old	1 : 4
Three years old and over	1 : 7

6.3 Whatever the length and nature of the trips/outings, regular head counting of children should take place, particularly before leaving any venue. All supervisors should carry a list of all children and adults involved in the visit/trips/outings at all times.

6.4 If a child goes missing on a visit, the procedures in the Missing Child and Late Collection Policy must be followed.

7. Transport

7.1 The Visit Leader must give careful thought to planning transport. The main factors to consider include:

7.1.1 passenger safety;

7.1.2 the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid license;

7.1.3 traffic conditions;

7.1.4 contingency arrangements in case of breakdown/emergency;

7.1.5 appropriate insurance cover;

7.1.6 weather;

7.1.7 journey time and distance;

7.1.8 maintaining staff to child ratios; and

7.1.9 if any of the group uses a wheelchair, the Visit Leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

7.2 It is the responsibility of the Visit leader, with the help and advice of the Head of Nursery, to satisfy themselves as to the safety and suitability of the transport provided by Pippa Pop-ins. The driver is responsible for the vehicle during the visit/trips/outings.

7.3 All minibuses and coaches which carry groups of three or more children must be fitted with a seat belt on all forward-facing seats for each child. The seat restraints must comply with legal requirements.

7.4 Supervision on Transport

7.4.1 The driver should not be responsible for supervision during the journey.

7.4.2 All staff members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The Visit Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

7.4.3 Factors that the Visit Leader should consider when planning supervision on transport include:

- safety when crossing roads as part of the journey. Pedestrian crossings and traffic lights or footbridges should always be used to cross roads;
- safety of children whilst waiting at pick-up and drop-off points and when getting on or off transport;
- safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the Visit Leader or other staff wherever possible;
- head counts, by the Visit Leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport; and
- responsibility for fastening seat belts.

7.4.4 The nursery vehicle (where applicable) should be regularly checked and a logbook of maintenance, repairs and services should be kept.