



## Outings Policy

### Aim of the Policy

*Green Roots Outings Policy is in place to give guidelines for the safety and security of the children during off site visits.*

To extend the experiences and curriculum provided within Green Roots, children may participate in off site visits. These visits are usually in small groups to places of interest which complement the learning taking place each day within the Nursery.

Permission for a child to go off site (within walking distance for a short period e.g. a walk to the post box to post a letter) is requested during the admission and settling in process. Once given, parents/guardians are not required to provide any further permission, although a member of the Management Team must sign the Outing form in acknowledgment of colleagues and children leaving the Nursery.

Formal outings (for example an outing to an activity centre) which require the use of Public or Private Transport, or are for a prolonged portion of the day, will require the Outing form to also be completed along with Parents/guardians permission given for their child to take part. Green Roots respects the decision of any parent who does not wish their child to be taken off site or on an outing.

### When taking children off site the following will apply:

- Only trips that have been risk assessed can take place.
- Only children with permission will be taken off site.
- Outings will be undertaken to places of interest which, where applicable, will compliment learning. Children will not accompany team members on personal outings.
- Outings will only take place if ratios can be maintained, both on the outings and within the Nursery for the children who remain. Ratios may be lower for certain trips. The ratios are stated on the risk assessment.
- All outings, however short the duration, will have an Outings Form completed by the team members, providing details of where the visit is, the estimated time of return and the names of team members and children involved. The Outing Form is to be left with the Nursery Manager.
- A minimum of two team members will accompany each outing.
- A small first aid kit will be taken on each outing.
- A team member with a current First Aid Certificate will accompany the outing

- A mobile telephone will be taken on each Outing, for emergency contact use.
- Green Roots team members will wear their uniform.
- A full role call will be taken prior to leaving the Nursery and on return. A head count will also be taken at regular intervals during the visit.
- Each child will wear an identification bracelet giving the Green Roots name and contact number and the Green Roots outings tabard over their own clothing.
- If a parent is in attendance for the trip, they must complete a Self-Declaration DSB Form, if they are using their own transport only their own children are permitted to travel with them, they should not participate in assisting children other than their own with toileting.
- Contact details of the children will be taken on each outing.

For outings which require the use of Private or Public transportation the following additional points also apply:

- A reputable transport provider, approved by Green Roots will be used.
- Seat belts must be worn at all times, by both adults and children.
- The correct child restraint appropriate to the child's weight should be used in all vehicles following Government Guidelines. (PLEASE ALSO NOTE: Parents/guardians wishing to use their own car seat must fit them into the company vehicle themselves. Green Roots team members are not permitted to fit them on your behalf. This is not them or us being unhelpful, but Green Roots complying with our insurance.)
- The recommended seating allowance will not be exceeded.
- Children will not be left in a vehicle unattended.
- Care will be taken when getting in and out of the vehicle, and wherever possible children and adults should have access to and from the vehicle via a kerb side.
- If a member of the Green Roots team is driving, the Company Vehicle Procedure should be followed.

In the event of a child becoming lost during any Nursery outing, the Green Roots Missing Child Policy will be followed.

\* Reference

<http://www.thinkroadsafety.gov.uk/campaigns/childcarseats/pdf/law-leaflet.p>