

## Essex Wildlife Trust

### Nature Nursery: Outings and Visits Policy and Procedure

*A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.*

#### Version Control

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When review is completed, please send to: [businesssupport@essexwt.org.uk](mailto:businesssupport@essexwt.org.uk)

Version	Date	Changes made by	Reason for change
2	07 July 2023	J Burlingham	Update to new format

## 1. Introduction

- 1.1. Outings for the children at the Nature Nursery can play an important role in the provision by giving the children valuable experiences in their local community and beyond the nursery environment.
- 1.2. Outings would be arranged to support and broaden the children's learning experiences, whilst taking into account the safety of all children and staff involved.

## 2. Scope

- 2.1. This policy relates to all staff working in the Nature Nursery.

## 3. Purpose of Policy

- 3.1. This policy is prepared to ensure the Nature Nursery staff have carried out all necessary health and safety checks before taking any children on off-site outings therefore mitigating any risks involved.
- 3.2. All relevant staff will have received a robust induction and training before taking children off site.
- 3.3. This policy is also designed to highlight the benefits children receive from activities designed to enhance their learning experiences.

## 4. Policy Statement

- 4.1. Outings extend and enhance the learning opportunities provided within the Nature Nursery.
- 4.2. It is considered that visits to areas within the Abbotts Hall site fall under the remit of an 'outing', due to the variable nature of the site and the environment.
- 4.3. The Statutory Framework for Early Years Foundation Stage (2021) states:  
'Children must be kept safe whilst on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include the consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for the providers to judge' (Section 3: 3.65: p36)

## 5. Procedure

- 5.1. All parents provide overall consent, as part of the Nature Nursery Enrolment and Registration form.
- 5.2. A specific consent form will be signed by parents for any other day outings
- 5.3. An offsite outing plan will be completed by the Nature Nursery Manager or Deputy, and signed by either the Nature Nursery Manager or Head of Community Engagement,
- 5.4. A specific risk assessment will be carried out to identify any potential hazards prior to each trip including:
  - 5.4.1. An assessment of the adult to child ratios necessary for the outing.
  - 5.4.2. A register/list of children and adults attending.

- 5.4.3. Any medical needs of the children taking part in the visit.
- 5.4.4. List of equipment needed on trip.
- 5.4.5. Route and method of transport.
- 5.5. There will be a minimum of normal staffing ratios, which are:
  - 5.5.1.1 adult to 4 for 2 to 5-year-old children These ratios will be maintained on outings, and if necessary (as decided in the Risk Assessment) higher ratios will be engaged.
  - 5.5.2. Each staff member will be allocated to a small group of children that they are responsible for during the entire outing.
- 5.6. Parents may be asked to accompany to help ratios if required (taking responsibility for only their own child)
- 5.7. Equal opportunities exist for all children i.e., that children with disabilities and cultural requirements etc are included.
- 5.8. All staff on the outing will follow all other relevant procedures and policies where necessary, for example Accident / Missing Child procedure in event of an emergency.
- 5.9. Children's emergency contact details including medical conditions and needs must be available whilst on the outing, in addition to:
  - 5.9.1. Staff emergency contact details
  - 5.9.2. Copies of relevant policies and procedures
  - 5.9.3. The daily register
  - 5.9.4. Accident/Incident Log or access to online systems
- 5.10. A first aider will be in attendance that has a current paediatric first aid certificate
- 5.11. All adults and children will wear Hi-Viz vests, allowing them to be easily identified and visible to traffic.
- 5.12. The lead member of staff for the outing will ensure they have the fully charged Nursery mobile phone, with emergency contact details for each child, and a first aid kit.
- 5.13. Equipment and supplies necessary for each outing to be brought, including:
  - 5.13.1. I pads with EyWorks software holding the records for each child, including allergies, accident and incident records and any other special requirements.
  - 5.13.2. first aid kit within evacuation bag, containing children and staff medication and health care plans
  - 5.13.3. snacks
  - 5.13.4. drinking water
  - 5.13.5. spare clothes
  - 5.13.6. nappies/wipes/creams
- 5.14. For each outing, the appropriate form will be completed containing the following details:
  - 5.14.1. date
  - 5.14.2. time of departure
  - 5.14.3. venue address

- 5.14.4. method of transport
- 5.14.5. time of return
- 5.14.6. names of all children going on the outing
- 5.14.7. names of staff attending
- 5.14.8. medication taken

5.15. These forms will be signed off by the Nursery Manager or Head of Community Engagement and filed in the Outings folder, stored in the filing cabinet in the Nursery Office. The risk assessment for the outing will also be filed with the outing form.

## 6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 6.1 Accident and Incident Procedure, including relevant Forms or Online Logging Systems
- 6.2 Bad Weather Contingency Plan
- 6.3 Equality, Diversity and Inclusion Policy
- 6.4 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.5 Fire Safety and Emergency Evacuation Policy
- 6.6 First Aid Policy and Procedure
- 6.7 Health and Safety Policy
- 6.8 Medication Policy and Procedure
- 6.9 Missing Child Policy and Procedure
- 6.10 Promoting Positive Behaviour Policy and Procedure
- 6.11 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.12 Sickness and Allergies Policy and Procedure
- 6.13 Toileting and Nappy Changing and Intimate Care Policy and Procedure
  
- 6.14 Nature Nursery Risk Assessments
- 6.15 Children's Records and Registration Forms