

It is the policy at Tiny Toes to include a variety of educational and recreational outings and trips within the nursery curriculum.

Outings and trips will be arranged by staff. The following details of each outing will be detailed on an Outings Form.

- a) Names of Children on trip
- b) Where the children are going
- c) Date and time of departure
- d) Expected time of return
- e) Type of transport to be used
- f) Route taken
- g) Number and names of accompanying adults
- h) Completed checklist of what is being taken i.e. first aid kit, medicines, nappies etc.
- i) Purpose of the proposed outing

Notes will be made on the Outings form related to any child having:

- a) Special dietary needs (medical / religious / cultural)
- b) Allergies
- c) Phobias
- d) Special care needs (e.g. difficulties with toileting, etc.)
- e) Medication

Parents will be given notice where possible, however on occasion spontaneous trips can be arranged without notice, where staffing and ratios allow, to a pre-set route & location that has a risk assessment in place. Authority for spontaneous trips is obtained from parents when the child first registers and is held on file.

Prior to a spontaneous trip, a senior member of staff or room leader must check all children have permission and if not contact parents to obtain consent, note that consent is required for every trip unless parents explicitly consent to all future spontaneous outings. Where parents notify staff of changes to consent preferences, these must be updated on the Eylog system and communicated to the rest of the staff that work with that child.

Staff must fill an Outings Form which is to be left at the nursery with SMT. Staff should review the outings form and read the risk assessment for the particular route before leaving and check that a senior member of staff or room leader has checked or obtained consents for each child on the outing.

Accompanying staff will take with them a copy of the Outings Form, relevant risk assessment, and a bag of supplies including first aid, nappies, wipes, drinks, snacks, PPE, medicines, sun cream and reins.

A member of staff must carry a fully charged nursery mobile phone on them at all times in case of an emergency. The nursery phone's credit will be checked prior to an outing to ensure it can be used if required.

Children will wear high-visibility jackets if on an outing and staff should carry out regular head counts and before and after any transitions from place to place.

The nursery will ensure that emergency contact details for each child are up to date and available in the event of an emergency.

Staffing Ratios

The staffing ratios for outings must be sufficient to maintain safety. This will normally require increased staffing where children share spaces with members of the public and/or near roads. The following ratios apply for outings – minimum of 2 staff:

- 0-2 years 1:2 (near roads, each child must be held by hand or in harness/buggy).
- 2-year-olds 1:3 (near roads, each child must be held by hand or holding hand of another child holding a staff member's hand or in harness/buggy).
- 3 + years 1:4 (near roads, children very closely supervised, if not held by hand).

Staff must consider each individual child's needs and identify additional risks in the risk assessment and put in place measures to reduce these risks including use of additional staffing beyond the minimums stated above. There should be at least one L3 qualified member of staff present on any outing.

Depending on transportation methods and associated risks, minimum staffing ratios may be adjusted to facilitate the transportation of children on outings. Reduced staffing ratios are acceptable where groups of children are being transported by car in turn, so that for short periods of time, children can be transported in cars or dropped off in safe areas, away from roads or other hazards, with reduced staff numbers. Additional staff are required for difficult road crossings or trips to busy attractions such as farms.