



**Willowview ELC**

## *Outings Policy*

**This policy was adopted at a meeting of: Willowview ELC 13<sup>th</sup> March 2025.**

On: 10th March 2025 .....Review Date: March 2027.....

Signed ..... Designation.....

This policy is underpinned by the UNCRC and Health and Social care Standards as reflected below.

<b>Articles of the UNCRC (<a href="#">the UN Convention on the Rights of the Child</a>)</b>	
<b>Article 3</b>	The best interests of the child must be a top priority in all decisions and actions that affect children.
<b>Article 12</b>	Respect for the views of the child.
<b>Article 13</b>	Freedom of expression.
<b>Article 29</b>	Goals of education
<b>Article 31</b>	Leisure, Play and Culture.

<b>Health and Social Care Standards: My support, my life (<a href="#">Health and Social Care Standards - My support, my life.</a>)</b>	
<b>1.0</b>	I experience high quality care and support that is right for me.
<b>1.1</b>	I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.
<b>1.10</b>	I am supported to participate fully as a citizen in my local community in the way that I want.
<b>2.11</b>	My views will always be sought and my choices respected, including when I have reduced capacity to fully make my own decisions.
<b>2.22</b>	I can maintain and develop my interests, activities and what matters to me in the way that I like.
<b>2.24</b>	I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.
<b>3.25</b>	I am helped to feel safe and secure in my local community
<b>4.11</b>	I experience high quality care and support based on relevant evidence, guidance and best practice

At Willowview we recognise the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided.

All policies and procedures that are implemented throughout Willowview Early Learning and Childcare must continue to be implemented whilst on the trip/outing in addition to the procedure set out below.

Procedure:

- The nursery Manager must be informed and oversee the organisation of any trip/outings.
- All parents should be informed of the trip/outing. For outings that are planned in advance parents will be provided with plenty of notice and detail if a big trip is planned, however if a spontaneous trip is planned staff will revert to registration forms for consent from parents.
- Additional written permission from parents must be obtained for every child prior to them attending a 'big' trip/outing, (appendix 3).
- Parents/carers may participate in our trips/outings. They must only take charge of their own child/ren and must never be left unsupervised with any other children.
- At least one qualified first aider (this is dependent on the size of the group) must be always present.
- A first aid kit must be taken on the trip.
- Staff and children's medication must be taken on the trip/outing, (where necessary) the staff will ensure they have collected individual child's care information from the main office which states medication/allergies/dietary requirements and take with them on the outing.

Please note that this policy discourages the splitting of the whole group, therefore if this occurs it should be treated as two trips.

There are no set ratios stated in the statutory welfare requirements during outings: however, Willowview suggest the following ratios be considered as a minimum:

- 0-3 years: one adult – two children
- 3-5 years one adult – four children

Please note the above ratios may need to be reduced depending on the needs of the individual children, where the children are visiting and the route that they are taking. A risk assessment will determine this and this is completed before the trip/outing commences.

- All dietary requirements must be adhered to and these are noted on the child's individual special requirement forms for trips and outings. These should be taken on each trip/outing.
- Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day. Staff will also be provided with food and drink.

- All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children.
- Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
- The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone Willowview ELC contact details.
- The nursery camera must stay with the person in charge of the trip/outing. If the camera is lost, this must be reported immediately, and the parents will be informed when they collect their child.
- All children must be provided with adequate clothing and wear a high-visibility jacket.
- All adults must be provided with a list of children attending the trip and the specific group that they oversee. The list must also contain any specific details relating to those children (medical/diet etc.)
- A regular head count should be conducted and recorded throughout the trip/outing.
- A central meeting point must be arranged if the group needs to be split at any point.
- All policies and procedures should be adhered to whilst on the trip/outing.
- A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager.

Checklist for visit/outings.

- Consent form signed by all parents/guardians – if using public transport.
- A thorough trips and outings risk assessment has been completed.
- List of children attending the trip and those who are responsible.
- Individual Dietary and Medical condition care info is collected from the main office.
- All medication is collected and transported by lead trip organiser, always being kept out of reach from the children, yet quickly accessible if it is required.
- Appropriate cups/bottles for the children.
- Nappies, wipes, tissues, and spare clothes if required.
- Nursery Mobile - fully charged.
- First Aid Kit.
- Sun cream (check individual consent in child's care plan) and a sun hat where applicable.
- Suitable clothing.
- Correctly stored food and drinks.
- High visibility jackets.



**Parent/Carer Permission for pre-planned, non-spontaneous trips/outings.**

At Willowview ELC, we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences.

We are seeking permission for your child to be included in such outings.

I give permission to my child:

Taking part in local trip to:

This **DOES/DOES NOT** involve using public transportation.

Parent/Carer signature:

Outings/trips Policy

**I have read and understood this policy.**

Staff Name - Print and Sign	Date Reviewed
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