



THE NEST: Outings Policy

We are committed to always maintaining a safe and secure environment for children in our care. This includes on any outings or trips off site for which we follow the following procedure :

Procedure

We will ensure that:

- The ratio of adults to children on any outing with The Nest, will adhere to the EYFS ratio for 'off site guidelines' we will endeavour not to 'max' this ratio and ensure all children/babies' needs are being fully met. School children can be in addition to this number, if all children's needs are being fully met, for instance in school holidays.
- The Team will carry out a full risk assessment of the proposed outing, and have a site pre-visit if deemed necessary, noting opening times, timetables for public transport/car parking arrangements and toilets/nappy changing facilities etc.
- If the 'Day Lead' isn't personally going on the trip, whoever is going off site must verbally discuss the logistics and plan for the trip so that details can be checked and amended as and where appropriate. These details may include, but are not exclusively,
 - Which team members are going on outing? Consider the EYFS requirements for DBS and First aid qualifications whilst off site,
 - All team members going off site must have an enhanced DBS check
 - **At least one** member of staff going off site must have a Full Paediatric First Aid certificate preferably all.
 - Is the ratio sufficient to be able to deal with an accident/required nappy change/staff toilet trip etc?
 - Are any vehicles needed, who is driving and do the timings fit their schedule?
 - What are the proposed numbers/what is the mix of ages/what are the dynamics between children on the trip?
 - What are your proposed timings for the trip? Consider any naps/snack or mealtimes and children's booking patterns for that day.
 - Equipment needed such as First Aid Kit, iPad or setting phone for emergency contact, change of clothes/travel potty/nappy equipment/ weather specific e.g. suncream/puddle suits?

- What are the details of your trip, where will you be going, will the children be getting out of car seats/pushchairs/ how will you manage transitions to different activities etc.
- Children will wear Hi-vis vests over their clothes whenever they are off site.
- Team members will wear Nest uniform when off site and if not wearing a Nest coat or outer garment they will wear a Nest hi-vis jackets over their own coats.
- Whilst out on a trip, the team off site will contact their setting EVERY HALF HOUR to let the Day Lead know everything is ok and if any of their plans have changed.
- The Nest obtains written parental permission for children to take part in regular, local outings whilst in our care at the point of registration and we will obtain specific written permission for longer trips.
- All drivers at The Nest have had training on the appropriate checks needed before each journey taken, including digital risk assessments, on how to appropriately fit children into car restraints and what to do in an emergency (see separate Driver and Vehicle Policy).
- The Nest will ensure that we have adequate business insurance cover and age-appropriate car safety seats in all our own vehicles and any other driver transporting children in their own vehicle also has adequate business insurance and appropriate restraints. The Nest has a list of all drivers.

Managing medicines on trips and outings

- o Children are accompanied by a team member who is fully informed about children's medical needs and medication when off-site.
- o Medication is taken in a plastic box or bag labelled with the child's name, name of medication and a device to both access the consent form and to record administration.
- o If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box/bag clearly labelled as above.

We make parents aware of what we will do in the event of a lost child (please refer to our Lost Child policy).

This policy also links with our Accident and Emergency Policy, Driver and Vehicle Policy and Lost Child Policy.