

# Nursery Outing Policy

## POLICY AND PROCEDURE

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## 1 INTRODUCTION

University Hospitals Sussex NHS Foundation Trust nurseries recognise that within the Early Years Foundation Stage curriculum (EYFS) children should have an enriched learning environment. These environments are either inside or outside or away from the nursery premises. Nursery staff are encouraged to take small groups of children out for visits to the park, library, beach and local shops for children to learn about the wider community. On occasions the nurseries may arrange trips on the bus to a garden centre, restaurant, theatre or education centre.

## 2 POLICY STATEMENT

### 2.1 The Nurseries will adhere to:

The ratios for locals walks and local outings:

Under 3 years olds with pushchair	1:3 ratio 1 child pushchair + 2 children walking 2 children pushchair + 1 child walking
2 years olds and under	1:2 ratio
3 years olds and above	1:4 ratio

The ratios for further field trips involving Public Transport or Education Venues:

3 years olds and under	1:2 ratio 1 child pushchair + 1 child walking 2 children pushchair 2 children walking
3 years and above	1:4 ( <i>consideration of individual needs and capabilities altered 1:3</i> )

2.2 Written permission for such outings is requested from parent or carer on the registration form. A separate permission form may be required for an outing involving an education centre, theatre trip or local restaurant etc

- 2.3 Parent or carer will be informed of any outings if their child is not on the nursery premises.
- 2.4 Permission Forms will be stored with the relevant Risk Assessments if required as evidence for an Ofsted Inspection.
- 2.5 Safety is paramount and children will be accompanied at all times by a qualified member of staff.
- 2.6 The senior member of staff on any outing will carry a working mobile phone, a first-aid kit and additional clothes/nappies. For a significant nursery outing that will require staff and children being absent for at least half a day, staff will also have contact details for the children's parents/carers in case of an emergency and also staff emergency contact details.
- 2.7 All medical needs must be adhered to during an outing with all medication managed by the person in charge of the children with any medical condition. Medication will be stored out of reach to all children.
- 2.8 The Nursery Manager or Deputy Manager will ensure any staff taking part in an outing are 'fit and well' to be taking part in activity away from the nursery premises
- 2.9 Nappy, 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
- 2.10 Babies will be harnessed into buggies or prams, toddlers and pre-school children will wear wrist harnesses if deemed appropriate.
- 2.11 The nurseries have full and complex risk assessments and no outing will occur before a risk assessment is carried out. Alongside the risk assessment further assessments will be carried out during the trip to identify any new hazards or risks.
- 2.12 If an incident occurs that a child is lost the 'Lost Child Policy' would be put into action.
- 2.13 When/if appropriate different needs and requirements will be catered for outings for example, children with disabilities and cultural differences to ensure all children have the same opportunities.

### **3 PUBLIC TRANSPORT**

If cars or coaches are used to transport children the following would occur:

- All parents would be informed of the transport used and signed permission slips will be received.
- Care is taken of particular risk, such as when children are walking or getting in and out of vehicles.
- The use harnesses, seatbelts, child seats, booster seats would be used.
- Appropriate seating- child/adult would be required.
- Insurances for Private/hired vehicles would be checked to cover business use.
- No child would be left unattended in a vehicle.

### **4 SUPPORTING DOCUMENTATION AND EQUIPMENT**

- 4.1 Consent forms for all children (which include at least two emergency numbers).
- 4.2 A full and thorough risk assessment has been complete.
- 4.3 Register of children attending the trip and those who are responsible (significant outing).
- 4.4 List of dietary and medical conditions along with medication if appropriate.
- 4.5 Nappies, wipes, tissues and spare clothes (if required).
- 4.6 Nursery mobile phone or assigned mobile phone (fully charged and containing credit) with relevant contact details for UH Sussex nursery management. *See Mobile Phone and Camera Policy.*
- 4.7 First aid kit.
- 4.8 Sun cream and a sunhat where applicable.
- 4.9 Suitable clothing (if required).
- 4.10 Correctly stored food and drinks (if required).
- 4.11 Pushchairs and wrist bands or reins if required for specific children, if required

## 5 COVID-19 RESTRICTIONS

Following the COVID-19 global pandemic the University Hospitals Sussex nurseries have had to adapt their usual routines, learning experiences and educational resources in line with the Department of Education (DfE) guidelines and the Government 'road map'. Decisions of local walks will be in line with Government Covid guidance and Parental approval.

Sussex House Nursery and Wendy House Nursery have Covid-19 risk assessments in place and these are regularly reviewed and updated.

## 6 RELATED LEGISLATION AND DOCUMENTS

UH Sussex Nursery Health & Safety Policy  
UH Sussex Nursery Missing & Lost Child Policy  
UH Sussex Nursery Learning, Play & Care Policy  
UH Sussex Nursery Mobile Phone, Camera Policy

## 7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 21/07/2021	<a href="#">Tracey Gregory, Childcare Services Manager</a>
Reviewed Amendments 06/08/2021	<a href="#">Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital</a> <a href="#">Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital</a>
Next Review Date	April 2023

Approval and Amendment History	Details
Written 25/09/2017	<a href="#">Tracey Gregory, Childcare Services Manager</a> <a href="#">Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital</a> <a href="#">Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital</a>
Reviewed 30/04/2019	<a href="#">Tracey Gregory, Childcare Services Manager</a> <a href="#">Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital</a> <a href="#">Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital</a>
Notes	