

3.5 Outings, transportation & commuting

Policy

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 settings environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission will always be obtained from parents before taking children on trips.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- A fully stocked first aid kit will always be taken on all outings along with any special medication or equipment required.
- A completed trip register, together with all parent and staff contact numbers, will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and/or high visibility vests/jackets.
- Children will be easily identified by staff when on a trip by use of a sticker system. Included on this sticker will be: the setting name, number and mobile number.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. The manager will be contacted. If required, the group will return to the setting immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the setting.

Risk assessment for outings

The full risk assessment and outing plan will be sent to parents before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader.
- The name of the place where the visit will take place.
- The estimated time of departure and arrival.
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size.
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers.
- Method of transportation and travel arrangements (including the route).
- Financial arrangements.
- Emergency procedures.
- The name of the designated first aider and the first aid provision.
- Care plan and child's risk assessments if required.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the setting.
- The arrangements for transporting children will always be carefully planned, and where necessary, additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Regular checks are made to the settings vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained.
- The settings vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover.
- Drivers of vehicles are adequately insured.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts.
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers.
- When children are being transported, we maintain ratios.
- When planning a trip or outing using vehicles, we check:
 - Drivers licenses, MOT certificates and business insurance.
 - Ensure seat belts, child seats and booster seats are used.
 - Ensure the maximum seating is not exceeded.
 - All children will be accompanied by a registered member of staff.
 - No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of a vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.
- All trip(s) / outing(s) routes are checked and planned in advance to avoid traffic, extra / avoidable journeys or experiencing delays.

Missing children

- In the event of a child being lost, the missing child procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.
- There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.
- In the event of an emergency whilst out on a visit, we encourage staff to find a safe place and remain there until the danger passes.
- Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead. This could cover other risks such as extreme weather, emergency (such as an ill or injured child) etc.

School delivery & collection

As part of our school club we offer a school delivery and collection service. In order to keep children safe and secure during this transition we will abide by the following procedures:

- A full visual risk assessment will always be carried out by a member of staff to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. The practical risk assessment will be based on the usual route and an alternative route in case the usual route is inaccessible.
- If the collection is to take place using a company vehicle a visual risk assessment will be carried out by a member of staff assessing the vehicle for damage, risks or hazards, minimising the risk to children.
- The setting will provide relevant car seats in company vehicles for children who require them.
- The settings manager is responsible for assessing the availability and may provide additional services beyond our normal means, this is evaluated on a case-by-case basis.
- Due to staffing ratios and fuel costs it is not possible to deliver or collect children at multiple or different times of an individual day from a school. The manager reserves the right to reject a request if it is not practically possible or safe for the setting to run effectively.
- All children must be fully registered on Nursery in a Box (NIAB) prior to commencing this service. Written permission is required from parents for the school collection via NIAB.
- The school are offered a full list of children who are attending the school club, together with the staff from the setting, who will be collecting them. Parents are advised to communicate effectively with the school directly and inform them of our service.
- All staff will have photo identification to enable the school to release the children to the correct adults. *(For example: passport or drivers' licence)*. The photographic ID is to match the designated person who the school has been told (in advance) is collecting the child/ren. As a further precautionary measure a password can also be used.
- The staff will have a register which will be completed on delivery and collection of the children and checked again once they have returned to the setting. Digital registers on NIAB must be completed.
- Children are required to:
 - Wear high vis jacket.
 - Be paired up to walk back to the setting.
 - Walk, encouraged not to run and stay as a group.
 - Stay always within sight and hearing distance.
- Head counts will be completed periodically during the travel back to the setting, the frequency is decided upon group size and distance.
- We provide appropriate staffing levels for school pickups dependent on an assessment of the safety and the individual needs of the children.
- All registrations are assessed on an individual basis based on what the setting can offer.
- Children with complex needs or SEND will be required to provide a care plan and applicable additional fees/funding will need to cover an enhanced provision / smaller (potential 1-to-1 service).
- We currently do not have the ability to support wheelchair access in to our vehicles, however parents may organise their own alternative transportation safety to and from the setting.
- All parent and staff contact numbers will be assessable on school pick-ups.
- Children are required to attend a taster session to meet the designated staff member who is collecting them. All staff will be easily recognisable by other members of the group; they will wear the company uniform and/ or high visibility vests/jackets.
- At least one member of staff will hold a valid and current paediatric first aid certificate.
- A first aid box will always be taken along with any special medication or equipment required. This is stored on the minibuses or within the collection bag if staff will be walking.
- A fully charged mobile phone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation. If additional support is required, they will contact the setting manager. In the event of a serious accident an ambulance will be called to the scene, and parents will be contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the setting. All accidents and incidents are record on NIAB.

- Our safeguarding policy will be followed in the case of a disclosure during the journey to the setting. Referral will be made in accordance with our procedure.
- The setting assesses the weather conditions, (e.g. snow, hot weather, heavy rains) in advance and informs parents as soon as reasonably possibly of any changes in routine.
- In the event a service is unable to take place, the manager will seek to contact the parent(s) verbally and also follow up with a notification in writing. A refund is then provided for failure to collect.

