

# Little Dukes: Outings and Trips Policy



Policy adopted January - Version 1

Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR

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# Little Dukes: Outings and Trips Policy

## Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

## Current Version:

**Adopted: January 2024**

## Reviewed by:

Rik McShane, Director of Little Dukes Nurseries  
Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries  
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

**Next review due: December 2024**

## Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools

Any reference to 'Little Dukes' or 'Dukes Education Group' applies to all the nurseries named above.

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## Statement of intent:

At Little Dukes, we offer children a range of local outings including walks, trips to local parks and visits to new environments off the nursery premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences.

For any outing, parents/carers will be given details about the trip and will be asked to sign a permission form for their child.

## Policy aim:

To enable the nursery to offer extensions to learning and new experiences through visits in a safe and planned manner.

To state how trips should be planned and managed.

To demonstrate how to keep children and team members safe on outings.

To demonstrate how to respond in the case of an emergency or critical incident while on an outing.

## Key points:

Visits and outings are carefully planned using the following procedures along with any local/national guidelines, whatever the length or destination of the visit:

### *Trip planning:*

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior team member before the outing to assess the risks or hazards which may arise for the children and to identify steps to be taken to remove, minimise and manage those risks and hazards.
- A team member should 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. If a visit cannot happen a phone call should be made instead.
- Permission will always be obtained from parents through the Family app before taking children on any outing off the nursery premises.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children. We always adhere to the correct adult-child ratio.
- At least one team member on the outing will hold a valid and current paediatric first aid certificate. This number should be increased where a risk assessment deems it necessary.
- We designate one team member of staff to be the outing leader. It will be their role to take the lead in the event of any emergencies/incidents.

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- There may be opportunities for parents/carers to assist on outings. The Headteacher will speak to parents/carers prior to the outing about health and safety and code of conduct.

#### **Trip procedures:**

- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment needed.
- All parent/carer and team member contact numbers will be taken on all outings. This information is available on the Family app. Where possible a 4G enabled iPad will be brought along to access Family. If this is not possible a completed paper trip register will be used instead.
- All dietary requirements must be adhered to and a full list of these requirements must be taken on the outing.
- Food and drink must be provided at similar times to those at the nursery and drinks should be offered throughout the day.
- All medical needs must be adhered to during the outing and all medication taken and managed by the person in charge of the children with any medical condition.
- 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.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the Headteacher prior to the outing.
- All team members and children will be easily recognisable by other members of the group; they will wear high visibility vests/jackets with the nursery name, number and mobile number clearly displayed.
- A fully charged nursery mobile phone will be taken as a means of emergency contact. Personal phones will be left at the nursery in line with our Mobile Phone Policy

#### **Emergency response on trips:**

##### **Accidents:**

In the event of an accident, team members will assess the situation. If required, the group will return to the nursery immediately and parents/carers 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/carers being contacted. One team member will accompany the child to the hospital and the rest of the group will return to the nursery.

##### **Lost children:**

In the event of a child being lost, the Lost Child Procedure will be followed.

##### **In the event of a critical incident:**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

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The risk assessment could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

We will contact all parents/carers to let them know everything is ok as soon as it is safe to do so.

### **Risk assessment/outings plan:**

The full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include:

- 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 arrival at the place where they are visiting and expected time they will arrive back at the nursery.
- 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 emergency 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.
- Description of the planned activity and resources needed.
- Learning intentions.

### **Use of vehicles for outings:**

- All team members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
- 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 nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained.
- The nursery 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.

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When planning a trip or outing using personal vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- 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 team member.
- 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.



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