

## **First Steps (Bath)**

### **Trips and Outing policy and procedure**

**At First Steps, various trips and outings are organised as part of the children's curriculum. These include local walks or visits (trips) as well as large excursions beyond the local area (outings), for example, a visit to the Egg Theatre or the Zoo. Planned activities are designed to complement and enhance the learning opportunities within the nursery environment, extending children's experiences.**

**Parental permission is always sought for children to participate in these outings. The priority is to ensure that all outings are safe, inclusive, and meet the needs of every child while off the premises.**

#### **Procedure:**

##### **Planning and Preparation for nursery trips and outings.**

Trips – short visits to local amenities may be made when the weather is favourable, staffing allows or planned as part of the children's curriculum. For example, a walk to the local play park or a visit to the fruit shop.

Outings – larger events often involving public transport or a coach will be planned well in advance and often will be subsidised by charitable giving.

- Pre-visit information will be incorporated into a full risk assessment and an outing plan undertaken by an early years practitioner before each 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. Commonly visited sites known to early years practitioners will not be visited before each outing, but we will endeavour to visit venues for outings before the visit. This will ensure that each venue is appropriate for the age, stage, and development of the children.
- Permission will always be obtained from parents before taking children on trips and outings.
- Parents will be invoiced for any additional costs associated with outings. Where possible, fundraising projects will be organised to cover many of these costs. Outings will not proceed if sufficient funds are not available, ensuring that no child is excluded. Children receiving Early Years pupil premium (EYPP) or Free Early Education and Childcare for disadvantaged two-year-olds will be funded through these schemes.
- Staffing will be aligned to the assessment of risks and individual needs of the children and will always adhere to the staff-to-child ratios mandated within the Early Years Foundation Stage Welfare requirements.
- A designated first aid practitioner holding a valid and current Paediatric First Aid Certificate will be present during the trip or outing; this will be increased where necessary to match the risks of the proposed activity.

#### **Risk Assessments and Safety Protocols**

- One member of staff will be designated to be the outing leader. It will be their role to take the lead in the event of any emergencies/incidents. (see Lost Child procedure).
- A fully stocked first aid box will always be taken on all outings, along with any special education or equipment required
- A completed trip register will be taken on all outings.

- All staff will be easily recognisable to other members of the group; they will wear the nursery uniform.
- Children will be easily identified by staff when on a trip by wearing a bright tabard, with the nursery name and number displayed
- A fully charged mobile phone will be taken as a means of emergency contact.
- Early years practitioners will conduct regular headcounts.

### **In the Event of an incident or accident**

The designated first aid practitioner will assess the situation. They will contact the nursery manager using the mobile phone and inform the most senior person of the situation and action plan if required. The group will return to the nursery immediately, and parents will be informed.

In the event of a serious accident, the designated first aid practitioner will use the mobile phone to call an ambulance, they will also update a senior person at the nursery to advise them of the situation. Early Years Practitioner have the what3words app on their phones to clarify the exact location in an emergency.

### **In the event of an external incident.**

If an external emergency occurs during an outing, early years practitioners will find a haven and remain there until the danger passes and if necessary, alert emergency services and a senior person within the nursery. All parents will be contacted as soon as it is safe to do so. Ofsted will be contacted and informed of such incidents.

### **Post-Trip Review and Feedback**

- On return to the nursery, lead practitioners will make any necessary updates to the risk assessment to inform subsequent outings.
- After the trip, photos may be shared on social media and with funders, where prior permission has been given for images of children to be used in this way.

### **Links to other policies**

3c Lost child procedure.

**Policy developed by** the First Steps Senior Management Team: Roz Lambert, Charlotte Millar, Louise Hewings, Stefanie Walbyoff, Sarah Elliott, May 2024

**Policy approved by Trustees: xxxxxx 2025**

Added to the policy as an aide memoire when the policy is approved as a cover note to send to parents with the new policy.

DRAFT: wording for communication with parents and carers.

Dear Parents and Carers,

We understand the importance of providing enriching experiences for your children, and we are committed to ensuring that no child misses out on trips and outings. However, the free early years entitlement does not fully cover the costs associated with quality childcare and education, including these valuable excursions.

To address this, we have developed a process to request contributions to cover the costs of outings. While we will continue to fundraise and cover additional staffing expenses, there may be instances where we need to ask for a small additional fee to make these trips possible, if you feel able please consider contributing a bit extra to help cover the cost of children from low-income families who may be unable to fund this. If we are unable to cover the costs, unfortunately, the event may need to be cancelled to ensure fairness for all children.

You will be notified in advance when an outing is planned, and any additional costs will be indicated on your invoice. We respect that the early years entitlement is intended to be free, and you have the right to decline to pay these additional costs.

Thank you for your understanding and support in providing these valuable experiences for your children.