01 Health and safety procedures

**01.6 Short trips, outings and excursions**

Children benefit from being taken out of the setting to go on visits within the pinewood environment for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures in place to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below. Outings beyond Pinewood are occasionally arranged but parents/ carers are responsible for the transportation and supervision of their children on such outings.

**Planning and preparation**

* Parents sign a general consent on registration for their children to be taken out around the Pinewood site as part of the daily activities of the setting.
* This general consent details the venues used for daily activities.
* A risk assessment for each venue is carried out, which is reviewed regularly.
* Parents are always asked to sign specific consent forms before major outings.
* A risk assessment is carried out before an outing takes place.
* All venue risk assessments are made available for parents to see.
* Our adult to child ratio is high, depending on their age, sensibility and type of venue as well as how it is to be reached.
* Children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
* Outings are recorded stating: Date, time, venue, risk assessment
* Staff take a mobile phone, tissues, wipes, pants and first aid kit. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
* A minimum of two staff will accompany children on outings, a minimum of two staff should remain with children at nursery at all times.
* Separate risk assessments and permission slips are used for Forest school.

**Further guidance**

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)