



## Outings and Local Walk Policy

### Policy statement

Little Elms advocates the value and benefits for children when they are given opportunities for exploration and outdoor learning. In line with this, we fully take advantage of opportunities to take children on outings, which include walks to the local park and other wider outings. These outings are planned for, and are used as a learning opportunity for the children who take part.

### Key Procedures

1. All outings/local walks are risk assessed by a competent staff member. This is recorded on an Outings and Local Walks Risk Assessment Form.
2. All policies and procedures that are implemented throughout Little Elms must continue to be implemented whilst on the outing/local walk.
3. No lone working is permitted on outings/local walks. There must be a minimum of two staff on any outings/local walks.
4. The Manager / Deputy must be informed of any outings/local walks prior to them taking place.
5. Permission for local walks is sought from parents via the Little Elms Registration Form prior to a child joining – where permission has not been granted, the child will not participate in outings/local walks.
6. Parents are informed of planned outings requiring the use of public or private transport and written consent is obtained.
7. Where appropriate, parents are able to join as helpers on outings/local walks, but parents will never be classed as a 'person in ratio'.
8. Any local walk or outing is attended and lead by a 'Person in Charge'. This person must have a level 3 qualification in Early Years, and where possible, a Room Manager should attend.
9. The Person in Charge must undertake frequent headcounts of the children (at least every 5 minutes).
10. Qualification requirements as outlined in the Statutory Framework for the EYFS must be adhered to on all outings and local walks.
11. At least one member of staff attending the trip must have a valid and in date Paediatric First Aid Certificate.
12. The group on the outing must remain together at all times (they will never split into smaller groups)
13. High Visibility vests must be worn by all children at all times.
14. A sticker detailing the Nursery Name, Location and Contact Number must be placed on the clothing/high visibility vest of each child.
15. Considerations in the Outings and Local Walks Risk Assessment Form must include meeting the needs of children attending the outing/local walk who have an EHCP or Special Education Need or Disability.



## Local Walk

For the purposes of the Little Elms Outings and Local Walks Policy, a local walk is defined as a walk to a local area which does not involve the use of any transportation (excluding turtle buses), or the entry into a building (excluding local shops). A local walk must not exceed 0.5 miles from the Nursery Location.

An example of a local walk is a walk to the local park or a walk to local shop to purchase fruit for a food tasting activity.

## Outings

For the purposes of the Little Elms Outings and Local Walks Policy, an outing is defined as a walk that exceeds 0.5 miles from the Nursery Location, and/or requires the use of transport (excluding turtle buses) or entry into a building (excluding local shops).

An example of an outing is a trip to the O2 or a trip to a museum.

The Nursery Manager will share the completed Outings and Local Walks Risk Assessment Form with the Head of Operations for approval.

## Staff to Child Ratios

The ratio requirements observed by Little Elms for children on local walks are as follows (excluding when using the Turtle Bus where a 1:3 ratio is acceptable providing the children remain within the turtle bus for the duration of the local walk and do not get out):

*0-2 Year Old's is 1:2*

*2-3 Year Old's is 1:3*

*3-5 Year Old's is 1:4*

As a minimum, the above ratios will be observed on outings but considerations to reduce these further may be required and will be determined by Risk Assessment.

Each staff member attending the outing/local walk must be allocated a group of children based on the ratio whom they are responsible for.

## Group Sizes

Group sizes attending an outing or local walk are restricted as follows:

0-2 Year Old's – max 10 children

2-3 Year Old's – max 12 children

3-5 Year Old's – max 16 children

## Items Brought on Outings and Local Walks

- Small first aid kit
- Children's emergency medication (for example, epi pen or inhaler)
- Staff emergency medication (for example, epi pen or inhaler)
- Drinking water

- Nappies, wet wipes and a set of spare clothes (where necessary)



- Nursery Mobile Phone

#### Nursery Mobile Phone

The nursery mobile must be checked prior to the outing/local walk to ensure that it is adequately charged, and has sufficient funds in order to make and receive calls whilst on the outing/local walk.

#### Dietary Needs

In the event of an outing or local walk which overlaps a mealtime, the company Food Provision Policy applies and the steps to ensure children's dietary needs are maintained must be followed.

This will be considered in the Outing and Local Walk Risk Assessment Form where appropriate.

#### Lost Child

In the unlikely event of a child becoming separated from the group on an outing, the lead practitioner will take the following steps:

- Person in Charge will ensure the remaining children are safe with other staff members present.
- The person in charge will calmly check the surrounding area.
- In the event after 5 minutes of the person in charge checking surrounding areas, and the child still cannot be found, the person in charge must call 999 immediately.
- The person in charge will then call the nursery to report the missing child and give all necessary information to the Nursery Manager.
- The Nursery Manager will contact the child's parents to inform them.
- The Nursery Manager will contact the Chief Operating Officer to inform her.
- The group must remain in the area together (remaining calm) until the police arrive and then follow the police's instructions.
- Any such incident of a lost child will also be reported to Ofsted by the Nursery Manager.

#### *Associated Documents:*

- *Outings/Local Walk Risk Assessment Form*