

## **Trips/Visits Policy**

At Ringle Rainbow we recognise the importance of trips and outings for children in providing new and enriching experiences which embrace the EYFS and in turn helps support their development and teaches them about the world. When on outings we always recognise that safety is paramount, so efficient & effective planning is completed to ensure the safety and welfare of all the children. We endeavour to organise outings to fit in with the needs of the children and try to take full advantage of any suitable community activities or events. We will also try to plan outings suitably around weather forecasts and seasonal changes.

Ringle Rainbow will also be holding weekly Forest School Sessions at Whatman Park which is a short walk from the nursery setting, and this will run all year round.

### **It is our responsibility to ensure that:**

- Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements etc are included and we will ensure that they have the support needed; this could be having a one-to-one adult.
- A first aider will be in attendance that has a current paediatric first aid qualification.
- A Visual/dynamic/or written risk assessment will be conducted prior to the outing and all staff will be made aware of this information which will be included on our trips/visits form.
- That no child will ever be left unattended at any time.
- That safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group and by individual group leaders.
- Adult/child ratios are adhered to, we will have 1:2 ratio for our 2-year-olds and 1:4 ratio for our 3–4-year-olds but this will be assessed for each children needs and if we feel that we need to lower the ratio then we will.
- Essential records are carried at all times i.e. registers, medical forms and emergency contact details.
- We take any medication needed such as asthma pumps, epi pens and antihistamine in case of an allergic reaction.
- If travelling by car/ coach we will ensure each child is securely strapped into their car seat and that the maximum number of passengers for the car/ coach is never exceeded. We will also quick safety check before departing, checking doors, locks, loose objects. We will also ensure all correct documentation is collected i.e insurance, driving licence
- An emergency meeting point will be established and made known to everyone.

### **At all times the following procedures will be carried out:**

- A visual/dynamic and written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue will be completed before leaving the setting. This will be done on our trips/visits form.

- Before leaving the setting, we will have a safety talk with the children and go over road safety and stranger danger, also the behaviour we expect when we are out.
- Every child will wear a high visibility vest when out.
- Full details of the outing will be given to all parents.
- Written parental permission will be obtained.
- Telephone contact details for each child will be provided to each group leader
- We will conduct regular head counts to make sure that we have everyone always accounted for.
- Once we have reached our destination the nursery setting will be called to let them know that we have arrived safely. Another call to the nursery setting will be made when leaving or are running late.

#### Essential equipment will be taken and should include:

- First aid kit.
- Mobile Phone per group leader.
- Copy of risk assessment.
- Any relevant policies to be referred to.
- Medication (if applicable).
- Spare clothing.
- Plastic bags.
- Register.
- Emergency contact details, to include at least 2 different people must be provided. These numbers must be of people who will be contactable on the day.
- Essential records including list of children with known allergies.
- Accident/incident log.

All record keeping will be in line with our GDPR and safeguarding responsibilities

On our weekly visits to forest schools please refer to the health and safety handbook for a list of items that we will need to take every week. Trips, outings, and Forest School support key EYFS 2025 learning areas, particularly 'Understanding the World', 'Communication and Language', and 'Personal, Social and Emotional Development'.

Staff are reminded that safeguarding responsibilities extend beyond the nursery premises. Any concerns or incidents during visits must be reported to the DSL immediately, in line with KCSIE 2025 guidance. To uphold the nursery's Code of Conduct while off-site, maintaining professional boundaries and ensuring the safety and wellbeing of all children.

Individual risk assessments will be adapted to reflect the needs of children with SEND or medical conditions, in line with inclusive practice expectations under the EYFS.

Updated: 01/09/2025 by P Reidy.

