



Name:	Date written:
Outdoor Trip Policy	28/11/21
Written by:	Date of Review:
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Policy Statement	
This policy is in place to ensure staff and children remain safe while on trips outside of the kindergarten.	
Aims and Purpose	
<p>Young Friends Kindergarten recognizes the benefits of trips outside of the nursery. They can develop a child’s confidence and build an awareness of the diverse life around them while fulfilling a child’s innate need to discover and explore what the outdoor world has to offer.</p> <p>Young Friends offers trips to parks, the beach, shops, places in the local environment and the kitchen garden. These can vary between walking short distances or travelling on public transport to the desired area.</p>	
Applicability	
Children Staff Families	
Definition of Terms	
<p>Beaufort Weather Scale: One of the first scales to estimate wind speeds and the effects was created by Britain's Admiral Sir Francis Beaufort (1774-1857). He developed the scale in 1805 to help sailors estimate the winds via visual observations. The scale starts with 0 and goes to a force of 12. The Beaufort scale is still used today to estimate wind strengths.</p> <p>Foraging: Foraging is the act of searching, identifying and collecting food resources in the wild</p>	
Overview	
Before the Trip Foraging During the Trip Lost Child Procedures	
Procedures	
Before the Trip <ul style="list-style-type: none"> • Our general trip risk assessment is read and understood by all staff • A weather check is completed beforehand, and Beaufort Weather Scale will be noted for high winds. 	

- A Trip Coordinator will be allocated. This will be the most senior staff member who is going and must be at least level 3 qualified or undertaking the qualification, or deemed experienced enough by the deputy or the manager.
- Our ratios for over twos on trips are 1:4. This can be stretched to 1:5 at the discretion of the manager and the deputy depending on the children and the experience of the staff. Sometimes we will use the nursery double buggy if we have children who are at the younger end of this age bracket. The ratios for any children under the age of two is 1:3. We transport babies to the local park or the beach in a kiddibus, which is pushed by a member of staff. They have seat belts.
- A designated qualified first aider will be allocated.
- The children's names who are attending the trip to be added to the trip book, and on the whiteboard at the nursery.
- All children will be appropriately dressed according to the weather.
- A trip bag will be packed with essentials – see trip book.
- Children will be briefed with the safety rules (e.g staying close to an adult, not talking to strangers) and informed of where we are going, and how to keep safe whilst there.
- Children who are new to the nursery will not go on trips until they have built a trusting relationship with the staff team and their disposition and behaviour is understood.
- The trip coordinator will brief all staff with regards to what is expected from them whilst on the trip.
- A trip book will need to be completed and location uploaded onto Famly, so all staff are aware of who is going on the trip, where they are going and timings.
- Children will be assigned a high visibility vest, showing the name of the nursery and phone number to wear for the duration of the trip.
- All staff will wear a high visibility vest for the duration of the trip.
- Any medications or dietary requirements will be known by all staff on the trip.
- The trip leader will take the trip phone. This phone, designated for trips is called briefly by the main nursery phone to check that it is working and to have an extra record of the number.
- Each staff member must take their walkie talkie.

During the Trip

- If necessary, the children will be taken on a boundary walk to alert them to where they can and can't go. During the boundary walk, staff will highlight risky areas to children e.g. holes in ground, prickly trees, animal faeces etc.
- Head counts will be regularly made by staff.
- Ongoing dynamic risk assessment will be carried out by all staff present on the trip.
- Trip co-ordinator will ring nursery when they reach their noted destination and give a landmark.
- If the trip venue changes for any reason the trip coordinator must ring nursery and the trip form amended.
- Children should not be taken to areas which haven't been previously risk assessed.
- All roads will be crossed at designated pedestrian crossings.

Foraging

We occasionally will use trips to study wild food and forage for it. This process has endless learning opportunities and feeds into all three pillars of sustainability. Foraged food is economically sound, it has little impact on the environment as there is no processing and packaging, and controlled harvesting will eventually yield more for others to enjoy. We have procedures in place to ensure safety.

- **As part of our Nature Curriculum, we ensure children understand not to pick/eat/stamp on plants and flowers. This is for safety and environmental reasons and very much part of our ethos.**
- **However, certain times of the year lend themselves to foraging and the valuable lessons learnt from this.**
- **We study the plant beforehand. Looking at pictures and discussing distinguishing features.**
- **When we have located the plants, they are only picked under strict guidance from trip leader. They will reiterate the importance of not treading on other plants, only picking the studied plant, and taking small bunches from different areas.**
- **The plants are washed and reasons for this explained**
- **The children will then help to make foodstuffs from the plants, to be eaten at nursery.**
- **We never pick fungi and explain our reasons to the children.**

Lost Child Procedures

- To prevent a child becoming lost staff complete regular head counts of children and 'high risk' children will be supervised closely.
- Boundary walks will be completed on first arrival to support children in understanding where they can and can't go
- All children and staff will be wearing high-vis tabards with Young Friends name and phone number printed on.
- When walking to and from trips, all children will be holding hands in pairs with one adult at the front leading and one adult at the back. Younger children may ride in the nursery buggy or occasionally need carrying. Under twos will ride in the kiddibus.
- If a child is discovered missing, all children will be immediately gathered and asked to sit down. The trip lead will ascertain which child is missing. One adult will then stay with the children keeping them calm, whilst the second adult scales the area (timings to be judged by trip coordinator) searching for the missing child.
- If the child is not found, then the police will be called first, followed by the nursery and then the parents.
- At least two available staff at nursery to immediately go and join the trip group
- Once the available nursery staff reach the group one should help get the rest of the children back to nursery and the other should join in the search for the missing child and wait for the emergency services
- Children will give clear guidance and expectations beforehand regarding their behaviour while on the trip.
- If children are not able to act in a safe way (e.g. run off, or not hold hands) they will not be able to go on trips until we are confident of their behaviour. We will work alongside parents with this.

External Links and Organisations

The Met Office: [Weather and climate change - Met Office](#)

Sussex Police (Hove): [Central Hove | Police.uk \(www.police.uk\)](#)

Relevant Policies and Documents

Health and Safety
Accidents and Incidents
Learning and Development
Medication
Safe-guarding Children

Authorisation

Signature:



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