01 Health and safety procedures

**01.6 Short trips, outings and excursions**

**Planning and preparation**

* Outings have a purpose with specific learning and development outcomes.
* The excursion does not go ahead if concerns are raised about its viability at any point.
* Parents are informed of an outing and staff check that consent forms on children’s registration were signed.
* A minimum of two staff accompany children on outings. There is a ratio of 1:2 for some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
* Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
* Parents on outings are responsible for their own children only.
* Parents who have undergone vetting as volunteers may be included in the ratio.
* The designated lead for the outing has responsibility for only one child.
* A mobile phone belonging to the setting, and small first aid kit is taken out.
* Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
* Sun cream is applied as needed and children are clothed appropriately
* Children wear badges or ‘high viz’ vests with the name and number of the setting.
* Staff have emergency contacts, medication and equipment needed for children.

**Risk assessment**

* Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
* Children with specific needs have a separate risk assessment if necessary.
* Shoes are cleaned and hands washed thoroughly as soon as possible on departure.

**Further guidance**

Daily Register and Outings Record (Early Years Alliance 2021)

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