**EXCURSIONS POLICY**

**Rationale:** It is essential that planned and spontaneous excursions are carried out in a manner that promotes safety for both children and teachers.

**Purpose:** To ensure staff are provided with clear guidelines when planning for a variety of experiences outside the Centre.

**Definitions**

**Outing or Excursion:**

* Being outside the licensed premises whilst receiving education and care from the service, but does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention.

**Regular/Spontaneous Outing or Excursion:**

* Outings or excursions that parents have given permission on the enrolment form for their child to participate in, such as arranged or spontaneous supervised walks in the vicinity of the Centre.

**Special Outing or Excursion:**

* Outings or excursions that parents have provided permission for before the outing taking place, such as those that may involve transport in a motor vehicle and are not ‘regular or spontaneous’ excursions.
* The Manager/Supervisor or Head Teacher (or person acting in their role) will approve and oversee any outing or excursion.

**PROCEDURES**

**The Following Procedures will be Followed for all Trips Away from the Centre**

* The Sunsafe Policy will be adhered to at all times.
* Provisions will be made for nappies, drinking water and medications.
* If all the children leave the Centre, then a note will be posted on the Centre door giving the destination and the number of the cell phone taken on the excursion.
* Ratios – Over twos: 1 adult to 4 children. Under twos: 1 adult to 2 children.
* Ratio will be lessened if risk factors are identified.
* Roll calls will be taken prior to departure from the Centre and repeated before final departure from the location of the excursion.
* If the excursion involves a trip to water then the ratio will be 1 adult to every 1 child.
* At least one qualified teacher and one staff member with a current first aid certificate will go on every excursion.

**Regular/Spontaneous Outing or Excursion**

* A check will be made of children’s enrolment cards to confirm that permission is given by parents for children to leave the Centre.
* Staff will leave information at the Centre regarding the destination, route and timeframe of the intended excursion, and complete the relevant paperwork.
* A list of children going on the walk will be taken with the staff.
* A list of children who took part in the walk will be posted by the sign-in sheet to inform parents that their child has been for a walk.
* Outings will be documented on the Noticeboard on the day of the outing or before this if known.
* If any children remain at the Centre, e.g. a sleeping child, at least two staff/adults will stay at the Centre, one of whom will be a qualified teacher and one of whom will have a current First Aid certificate.
* A First Aid kit and cell phone will be taken on all trips.

**Special Outing or Excursion**

Ratios for special outings or excursions:

* + Excursions using buses:   
    Over twos: 1 adult to 4 children.   
    Under two: 1 adult to 2 children.
  + Excursions involving car:   
    Two adults per car – maximum 3 children.   
    All children to be in approved car restraints.
  + Excursion by van:   
    Two Adults and up to 6 children.
* Parents will be given the information about the trip and asked to sign a permission slip.
* An ‘Outing Safety Action Plan’ will be filled out and copied. One copy will go with staff on the outing and another copy will remain at the Centre.
* At least one qualified teacher and one staff member with current First Aid certificate will go on the excursion.
* Provision will be made for children unable to undertake a trip, with at least two staff members remaining at the Centre, one of whom will be a qualified teacher and one of who will have a current First Aid certificate.
* A First Aid Kit and cell phone will be taken on all trips.

**Excursions by Motor Vehicle**

* All children will be restrained in a safety approved car seat..
* Vehicles used on the trip will have a current warrant of fitness and registration.
* All drivers must be fully licensed: this must be sighted by the teacher organising the excursion.
* A record of all special outings or excursions will be kept in the Excursions Folder. This will include:
  + the names of adults and children involved;
  + the time and date of the outing;
  + the location and method of travel;
  + assessment and management of risk in the manner set out in this policy;
  + adult:child ratios;
  + evidence of parental permission and approval of adult:child ratios.

Signed parental consent will be required for each child prior to a special outing or excursion. This consent form will include:

* The time and date of the excursion.
* The adult:child ratio for the excursion.
* The location of the excursion and the method of travel.
* Indication of appropriate clothing and footwear.

**Excursion Permission Form Format**

* Venue for Excursion
* Purpose of Excursion
* Date and Time
* Means of Travel
* Details regarding Clothing and Kai requirements
* Adult:Child Ratio to be met
* Request for Parent Support

*Example of Excursion Permission Form*

|  |  |
| --- | --- |
| ***We require a number of parents to be able to take the children on this excursion. If you are able to help us please fill in details on the form below. Thank you for your support for this excursion.*** | |
| **Number of Parents required is:** |  |
| **Please return this form by:** |  |
| **Excursion Venue / Purpose:** |  |
| **Date of Excursion:** |  |
| **Travel Information:** |  |
| **Additional Information:**  *(Details regarding Clothing and Kai requirements, etc.)* |  |
| Child’s Name: |  |
| I give permission for my child to join the excursion (Please circle): | YES / NO |
| Signed: Parent / Guardian |  |
| I am able/unable to be a parent help on this excursion (Please circle): | ABLE / UNABLE |

**EXCURSION RISK ANALYSIS AND MANAGEMENT SYSTEM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | **Date:** |  | |
| **Activity/ Situation:** |  | | | | | |
| **Analysis Description:** |  | | | | | |
| **RISKS**  *Accident, Injury, other forms of loss* |  | | | | | |
| **CAUSAL FACTORS**  *Hazards, perils, dangers etc.* | **People** | | **Equipment** | | | **Environment** |
| **RISK MANAGEMENT STRATEGIES** | **Regular**  *Addressing issues noted above* |  |  | | |  |
| **Emergency**  *Plan for responding to an emergency while on the excursion* |  |  | | |  |

***Licensing Criteria HS17, HS18.***