



## Cornbank Early Learning and Childcare Setting Local Outings Procedure



As part of our curriculum, children are taken for local walks, visits and outings that link with their learning. These outings are often child led, spontaneous and could involve a number of experiences all within the local Penicuik area. These include but are not limited to: trips to the park, library, local woods, rivers, nature play and shops. Parents/carers will sign a consent form when their child first starts nursery which will cover the full year rather than a consent form every time they go out.

### **Procedure to be followed for local outings**

The staff member in charge of the outing will:

- Familiarise themselves and other staff members going on the outing with the risk assessment. Destinations that are frequently visited in the local area have a risk assessment that is completed once a year but staff must be mindful of any safety concerns on every visit, and update the risk assessment as appropriate.
- Staff must complete the Outings Record sheet and Checklist Appendix 1 prior to taking a group of children out. This must be signed by the SEYP or in their absence a member of SLT within the school. This includes details of children going out, medical requirements, ratios and first aiders present.
- Where the outing is taking place in the local area staff must carry a mobile phone with them that is able to make outgoing calls and has the nursery phone number stored for emergencies where an emergency contact needs contacted for a child. Should all staff and children be going out at the same time emergency contact details must be taken on the trip.
- Ratios while out on a walk are 1:8. However ratios should be adjusted accordingly depending on a number of factors including, activities involved, age/ stage of children going, roads
- Risk assessments will be taken into consideration whilst deciding on appropriate ratios while out on a walk.
- Outings will only take place as long as sufficient staff remain on the nursery premises to maintain the required adult to child ratios.

For Excursions out with the local area where visits or outings involve transportation (by public transport, private coach) A separate consent form will be issued to parents, Staff will follow the Midlothian Council Excursions Policy and Evolve will be updated prior to the outing.

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Appendix 1 Local Outings Record Sheet



Local Outings Record Sheet

Date			
Outing Leader			
First Aider(s)			
Destination			
Staff Initials			
Names of children attending outing First Name and second Initial			
Total Numbers	Children:		Adults:

All of the following must be checked and completed before going on the outing. Outing leader to initial once checked.	
Risk assessment read and understood	
Fully stocked travel First Aid Kit	
Change of clothes x2	
Foil Blankets	
Tissues & Wipes	
Hand Sanitiser	
Medication and medical action plans	
Individual Personal Care items e.g. nappies	

<p>On Returning from the outing please detail below any changes to the Risk assessment required.</p>          
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SEYP Signature: \_\_\_\_\_ Date: \_\_\_\_\_