

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.



Outings, Visits and Walks Policy

Policy statement

We maintain the highest possible security of the children and staff when outside of the premises whilst also considering the huge benefit that children derive from being outside and experiencing activities that will enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

At the Cowshed, all our walks are with the private estate of Upton Grove, which gives us some added protection, whereas at the Common we will often go further afield, including on public roads, in to the woods and over the common.

Procedures

Local Walks

Each day Cotswold Bunnies staff will take the children out on a short walk around the nursery or on the Common, usually from 10.30 until 12. This will not be recorded as it occurs every day.

- All walks are risk assessed
- Staff will ensure that they take the following: company mobile phone with all parental contacts, drinks, first aid kit, wipes, spare nappies, medicines required for individual children as needed and tissues. On some occasions, it may be deemed necessary to take snacks and water as well.
- We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions. This includes wearing waterproof clothes in winter, or ensuring that arms and legs are covered in summer.
- Once children are dressed for going outside, with their high viz jackets on if going on the common or off Upton Grove Estate, they will assemble on the decking (at the common) or in the garden (at the Cowshed) with the appropriate number of staff ratio for children.

- At the Common, babies and younger children will be carried down the steps then strapped in buggies, leaving a staff member (or more than one) on the decking. The other children who can walk down stairs by themselves will be instructed to hold onto the hand rail and not to push and will make their way downstairs, following a member of staff. They will then line up by the wall.
- Children aged 2+, or who can walk, will be paired together to walk to the chosen location. This should ideally be an older child with one of the younger children.
- If using buggies to go outside the premises there will be a maximum of 2 children per buggy (if buggy is appropriate for 2 children) and if needed 1 child who will hold on to the side of the buggy. A wrist strap may be used if necessary.
- The child holding on to the buggy will always hold on to the side that is away from oncoming traffic. Staff will walk on the side of the road where they can easily pull the buggy in (with attached child). They will be vigilant of traffic, both in front of them and behind, at all times.
- If walking along the lane at the Common, children aged 2+ (or who can walk) will walk in pairs, holding hands. There will be one member of staff in front of the children and one member of staff following the others. Some children (assessed by staff on duty) will use straps held by the staff.
- If using the gate to the common from the back garden, children aged 2+ (or who can walk) will follow one member of staff while another staff member follows the group.
- Once on the common or chosen location, the children will not be released from their buggy (or from holding hands of another child or staff member) until all staff have reached an appropriate safe space. On the Common specifically this is approximately at least 100 yard from road.
- Once children are released, they will be instructed to listen to the staff and reminded of rules, risks and boundaries.
- Before heading back to the nursery all children and staff will gather together in a safe space away from the road. Children will be strapped in buggies and up to 1 child per buggy will hold onto the side of the buggy before walking back to the nursery. Children who are holding onto the buggy will walk on the inside, away from approaching traffic.
- When all children are inside the Common nursery premises, the older children will be instructed to go up the stairs to the decking with a member of staff. The younger children will be taken by the staff up the stairs, the gate will then be closed and locked.
- When all children are inside the Cowshed nursery premises, the older children will be instructed to go into the garden area with a member of staff. The younger children will be taken out of buggies by the staff and sat in the garden.
- Children will then enter the premises when instructed to do so by the staff.
- When going into the bottom garden on the Common, children will be asked to sit on the stepping stones in the bottom garden before leaving and returning.

Outings

- We assess the risks for each local venue used for daily activities, which is reviewed regularly.

- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Risk assessments are made available for parents to see.
- Our adult to child ratio is in line with guidelines from OFSTED
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in an outings record book/folder kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.


Legal framework

- List here the relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure.

Further guidance

- List here any Government documents that provide guidance on abiding by the relevant legal framework.

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	18/10/2024	Date to be reviewed:	18/10/2025

Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		