



## Outings Policy

Kinellar Nursery is part of our local community and we feel that it is important that we are promoting our setting within this community environment as well as accessing community facilities. This will ensure that we are supporting our local community as well as learning from it to support our children to become effective contributors to their community as they grow and develop. By accessing our local community on a regular basis will help to promote our understanding and awareness of our environment and the positive impact we can have on it.

The following policy has been written based on the current guidance published by The Scottish Government, *National Care Standards Early Education and Childcare up to the age of 16*, September 2009 (with specific reference to care standards 9); Health Protection Scotland, *Infection Prevention and Control in Childcare Settings Day Care and Childminding Settings* (with specific reference to Appendix 2) September 2015; *Education, Learning and Leisure Procedures for all off site excursions*, Version 1 January 2014, Aberdeenshire Council; *An evaluation of the available evidence on hand hygiene for outdoor nurseries across Scotland*, Health Protection Scotland, July 2010.

### **Our outings procedures:**

- As part of our induction process the parent/carer is required to complete a permission form for off-site excursions. All staff are aware of the children who do/do not have parental permission to participate in off-site excursions.
- A benefit risk assessment has been undertaken in advance of the off-site excursion and all staff have viewed the assessment and implemented any measures that have been identified to reduce the identified risks. A copy of the risk assessment is taken on the off-site excursion.
- Adult/child supervision ratios are directed by the type of off-site excursion and the age and stage of the children. Where additional support needs exist, the levels of supervision are appropriate to these needs. We follow *Education, Learning and Leisure Procedures for all off site excursions* guidance with regard to adult to child ratios. This is 1 adult to 2-6 children depending on visit type and needs of children involved.

## Kinellar Nursery

- All staff are fully aware of their role and responsibility when accessing the local community/off site excursions.
- We follow best practice guidelines as stated by Health protection Scotland and ensure that hands are washed with water and liquid soap after toileting and before eating during off-site excursions.
- If a parent helper or student is asked to help with an off-site excursion they will always be supervised by a staff member.
- Medication for existing health conditions is taken on off-site excursions with written instructions about how to administer the medication.
- All staff members are trained in first aid and a first aid kit is taken on all off-site excursions.
- Children wear Yellow/Blue Bands when off the school premises.
- At least 1 staff member will have a mobile phone to contact the school in case of emergency.
- The administration staff are notified if the whole nursery are leaving the building and they are told where we are going and when we will be returning.
- If we are visiting a farm or will have contact with animals we follow the guidance given by, Health Protection Scotland, Infection Prevention and Control in Childcare Settings Day Care and Childminding Settings.

Updated April 2017/June2018