



Outings Procedure

*UNCRC in Article 31 states: Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities.*

Laurencekirk 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 procedure has been written based on *Health and Social Care Standards My support, my life*, (regarding descriptive statements, 1.10, 1.25, 3.25 Care Inspectorate, 2017); *Infection Prevention and Control in Childcare Settings Day Care and Childminding Settings* (regarding Appendix 2) Health Protection Scotland, May 2018; *Education, Learning and Leisure Procedures for all off site excursions*, Aberdeenshire Council, Version 1 January 2014.

**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 in the backpack.
- 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 regarding adult to child ratios. This is 1 adult to 2-6 children depending on visit type and needs of children involved.
- All staff are fully aware of their role and responsibility when accessing the local community/off-site excursions.

## Laurencekirk Nursery

- If children are being taken off the school premises or out of the immediate nursery outdoor area, the names of the children involved are recorded. When they return the children's names are marked back in. The total number of children involved is recorded on the roll board.
- 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 and have completed the relevant checks as per Aberdeenshire Council Volunteer Guidance.
- 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. Staff are also trained in specific medical procedures such as epi-pens and this is taken into consideration when planning outings so that the child is able to attend and staff can administer the medication on the outing if required.
- Staff and children wear high visibility vests 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 is leaving the building and they are told where we are going and when we will be returning. They will also be able to contact via mobile phone in case of emergency.
- 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, May 2018.*

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