



# Walks And Outings Policy

<b>Policy Name:</b>	Walks & Outings Policy
<b>Adopted By:</b>	Louise Farrow-Brookes
<b>Next Review Date:</b>	12/12/2026



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## 1. Policy Overview

It is important that the health and safety of the children and adults is maintained during visits to parks, farms and other venues, and while on local walks. This policy sets out the safety measures to be taken when arranging outings and off-site activities.

For clarity throughout the policy:

“Walk” refers to outings in the local area that happen frequently, without the need for transport or additional parental permissions.

“Excursion” refers to trips outside the local area that require additional parental permissions.

All “Manager” responsibilities and actions referred to throughout the policy would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

## 2. Roles and Responsibilities

### 2.1 The Manager must:

- 2.1.1 Nominate a suitably qualified and paediatric first aid qualified Lead Person on each walk.
- 2.1.2 Ensure there is a minimum of two experienced and qualified staff on each walk.
- 2.1.3 Ensure a Walk Risk Assessment (**Appendix 1**) is in place for each regular route. This must be regularly reviewed and amended where new or different risks are identified.
- 2.1.4 Check parental permission for walks is on FAMILY for all children going on the walk.
- 2.1.5 Ensure the individual outings risk assessment is fully completed and signed by all staff taking part.

### 2.2 The Walk Lead Person must:

- 2.2.1 Review the risk assessment and ensure they understand and put in place any identified measures.
- 2.2.2 Be confident and aware of the procedures in the Lost and Missing Child Policy.
- 2.2.3 Allocate each child to a specific member of staff who will have main responsibility for their named children throughout the walk.
- 2.2.4 Ensure that staff-to-child ratios are maintained at 1:3 for children aged under 2, as these children will be in a form of secure transport while travelling; 1:4 for children aged 2-3 years; and 1:6 for children aged 3-5 years. See also 3.1.6 and 3.1.7 for when exceptions may apply.
- 2.2.5 Prepare and check the outings bag. Contents of the bag must include, but are not limited to:
  - Critical Care Plan boxes/Medi Pacs for staff and children
  - Copy of the Lost and Missing Child Policy
  - Walk Assessment Form (**Appendix 1**) or Excursion Assessment Form (**Appendix 2**)
  - Copy of the individual outings form

- Fully charged nursery mobile phone, with nursery number on speed dial
- First aid kit including foil blanket
- Hand sanitiser
- Nappies, baby wipes, nappy bags, relevant PPE, creams and nappy chart, if relevant
- Drinking water and cups/bottles
- Dietary requirements and placemats, if relevant

### **2.3 All other staff on the walk must:**

**2.3.1** Review the risk assessment and ensure they understand and take any identified measures.

**2.3.2** Be confident in their understanding of the procedures in the Lost and Missing Child Policy.

**2.3.3** Ensure all children wear suitable clothing such as footwear, sun hats, coats, long-sleeved tops and trousers, as appropriate.

- Remain alert and vigilant for potential hazards to keep the children safe at all times, and ensure their actions and behaviour are managed appropriately.
  - In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident, an ambulance will be called at the scene and parents will be contacted. One member of staff will accompany the child to hospital and the rest of the group will return to the nursery.
  - In the event of an emergency while out on a visit, staff should find a safe haven and remain there until the danger passes. If necessary, the police will be contacted if it is safe to do so. Each outing will have a detailed risk assessment covering these risks and will be planned in advance.
  - This could include other issues such as extreme weather or emergencies such as an ill or injured child.
- 2.3.4** Conduct themselves in a professional and responsible manner throughout the walk as representatives of the company.
- 2.3.5** Regularly complete visual headcounts of the children they have been allocated and alert the Walk Lead Person immediately if there are any issues or concerns during the walk. Headcount and update the individual outings form when leaving the nursery, when returning and at least twice while out with the group.

### **2.4 For excursions, the Manager must:**

**2.4.1** Ensure that the excursion destination is visited beforehand to assess the suitability of the premises and any potential risks.

**2.4.2** Document this assessment on a blank Risk Assessment Form (**Appendix 3**).

**2.4.3** Appoint a suitably experienced Excursion Co-ordinator to take lead responsibility for the safety of the trip. The Excursion Co-ordinator must be qualified to Level 3 and hold a Paediatric First Aid Certificate.

**2.4.4** Arrange for at least two suitably qualified and experienced staff to be present on any excursion and ensure that a supernumerary person is present on all excursions requiring transport.

**2.4.5** Write to all parents/carers requesting permission to take the child on the excursion. Parents/carers must confirm this via the FAMLY app or by email.

### **2.5 The Excursion Co-ordinator must:**

**2.5.1** Read and understand the Risk Assessment and complete the individual outings risk assessment.

**2.5.2** Adhere to all responsibilities as detailed in 2.2.2 to 2.2.5.

**2.5.3** Complete the headcount on the FAMLY app every 30 minutes during an excursion.

### **2.6 All other staff on the excursion must:**

**2.6.1** Read and understand the Excursion Risk Assessment.

**2.6.2** Adhere to all responsibilities as detailed in 2.3.2 to 2.3.5.

**2.6.3** Carry out regular headcounts throughout the visit, visually checking constantly and at key times such as on/off the bus, transitioning from area to area, when splitting and joining groups, and before and after eating.

**2.6.4** Inform the Excursion Co-ordinator immediately if a child cannot be found and follow the procedure in the Lost and Missing Child Policy.

## **3. Procedures**

### **3.1 Walks**

**3.1.1** The nursery mobile phone must always be fully charged for calling emergency help.

**3.1.2** The individual outings risk assessment (**Appendix 2**) must be fully completed and signed by all staff attending the outing and by the manager authorising this. Staff must take a copy and one copy should be left with the Manager.

**3.1.3** A photo of the children attending the trip must be taken on the chosen iPad and left in the office with the senior member of staff who has signed off the permission for the outing.

**3.1.4** The approximate route and timings of the walk should be left at the nursery on the copy of the individual outings risk assessment.

**3.1.5** Careful road safety sense must be applied on all walks. Routes on roads where there is no designated pathway should not be chosen. Great care must be taken when roads are crossed. Staff must use designated crossings wherever possible.

**3.1.6** Where applicable, children must be strapped into prams or pushchairs, fixed securely in the turtle truck, or secured with a reputable device such as a wrist strap appropriate to their age and developmental stage. Older children can walk with staff holding the walk-o-dile.

**3.1.7** The ratios detailed in 2.2.4 will usually be maintained. Exceptions allowing a higher child ratio may apply if using reputable walking devices, such as turtle trucks, where the children will always remain secured by the device.

**3.1.8** Both staff and children must wear high-visibility jackets.

### 3.2 Excursions

**3.2.1** The Excursion Co-ordinator must telephone the nursery both on arrival at the planned destination and on leaving the venue. If the whole nursery is attending the excursion, the Nursery Manager must contact the Area Manager with this information.

**3.2.2** Usually, the adults included in the ratio calculation must be company employees. In exceptional cases, the Manager can use their discretion to decide whether students may be involved in excursions and included in the ratios, providing at least two experienced and qualified employees are also present.

**3.2.3** Parents/carers who volunteer to accompany children on excursions may take responsibility for their own child and one other child if parental permission is given in writing. They must not be allowed intimate contact with a child who is not theirs.

**3.2.4** Parents/carers must not bring any other children, including siblings of the child attending nursery, if accompanying on an excursion.

### 3.3 Food Safety

**3.3.1** Any children with food allergies must be allocated one dedicated member of staff to distribute their food and ensure it is correct.

**3.3.2** Catering staff must clearly label all food in accordance with the Nutrition and Mealtime Policy. Any necessary medication, including medication to counter an allergic reaction, must be taken and placed in the care of a designated member of staff.

**3.3.3** All children and staff must wash or sanitise their hands before eating, drinking or putting their fingers in their mouth. This is especially important if visiting a farm or handling animals.

### 3.4 Coach Hire

**3.4.1** All child seats and seat belts must be fitted and securely fastened before use, as per manufacturers' instructions.

**3.4.2** When transporting children to the park, farm or other venue, all road traffic laws must be obeyed and adhered to.

**3.4.3** When seeking a contractor for the use of a coach or minibus, the Nursery Manager must establish in writing that the following criteria are met:

- The coach or hire company is experienced in transporting young children.
- The driver has enhanced DBS clearance.
- All children will be able to access a seat with a three-point seat belt or car seat.
- A contract for services detailing the company's insurance arrangements and MOT must be obtained before the date of travel.
- All children and adults must use the safety restraints provided on any coach or minibus.

### 3.5 Public Transport

Every precaution must be taken to ensure the safety of children when using public transport on an excursion, and the use of public transport must be risk assessed.

### 3.6 Visit Involving Livestock

All animals naturally carry a range of micro-organisms, some of which can be transferred to humans where they may cause ill health. Some infections, which may be contracted on farms, such as the verocytotoxin producing bacterium *Escherichia coli* O157 (*E. coli* O157), present a serious hazard and may cause severe disease.

- 3.6.1** If a farm visit is planned, managers must refer to and research the public health guidance for avoiding farm infections.
- 3.6.2** Staff must remain vigilant to the hazards and hygiene requirements needed when visiting areas with livestock.
- 3.6.3** If a member of the group shows signs of illness, such as sickness or diarrhoea after an excursion involving livestock, they must be advised to visit the doctor and explain they have had recent contact with animals.

## 4. Appendix

Appendix	Description
1	Fledgelings Outing Risk Assessment
2	Individual Outing Risk Assessment
3	Blank Risk Assessment

## 5. Review History

Date Approved	Reviewed By:
03/01/2023	Louise Farrow-Brookes
23/05/2023	Anne Marie Bibby
12/12/2023	Salma Khodabaksh
12/12/2025	Louise Farrow-Brookes