

Going Off Site Policy

Health and Social Care Standards:

1.30 As a child, I have fun as I develop my skills in understanding, thinking, investigation and problem solving, including through imaginative play and storytelling.

1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

5.17 My environment is secure and safe.

In advocating exploration of the natural world and community involvement, Stramash recognises that there will be excursions off-site throughout the nursery year - whether this is to the beach, the local amenities or to explore a different area close by to the site. Stramash staff will adopt a responsible response to the prospect of going off-site and will consider the needs and wellbeing of the children and staff attending beforehand.

Risk Benefit Assessments

A Risk Benefit Assessment will be carried out before going on a trip off site - when going to a new location, a staff member should go to the area beforehand and take note of any potential risks and the management of these. Dynamic risk assessing should be carried out for the duration of the trip. Risk Benefit Assessments will be updated regularly to ensure up-to-date and suitable management of risk is in place. Children can be involved in the risk assessing: involving their ideas helps them to think about and understand how to stay safe.

Being Prepared

Staff must ensure they have a first aid bag with a first aid kit with the group at all times. Where a child/staff member needs medication, staff will ensure this is available as per the individual's care plan.

Staff must ensure they have an up-to-date register, any necessary care plan information (allergies etc) and emergency contacts for all the children in attendance.

When going off site, staff will give consideration to toileting, handwashing and nappy changing procedures - if there are no facilities available to do this, then staff must bring the necessary equipment to do these in a safe way.

- Handwashing - soap, water, paper towels, wipes and hand sanitizer
- Toileting - bucket toilet, toilet roll, toilet tent

- Nappy changing - change bag (with nappies, wipes etc), PPE, change tent, change mat

Staff must ensure they are communicating effectively while off site - so use of walkie talkies and nursery mobiles is paramount. Staff will ensure these are charged and usable before leaving the site. If necessary, staff should use a power bank to maintain the battery life.

All weather protection

Staff will ensure there is suitable consideration and provision in place for weather protection. This may include:

- Bug spray
- Suncream
- Sun hats
- Gloves
- Hats
- Hand warmers.

Staff should also consider an appropriate shelter space.

Crossing the road

Where available a pedestrian crossing should be used. If there is a large group, more than one crossing may be required at traffic lights. This should be planned out before starting the procedure.

If there are no pedestrian crossings available then staff should find an appropriate place to cross with optimum visibility of oncoming traffic. This should be discussed and agreed between staff before crossing. It may be more suitable to cross in small groups than all together as one large group.

Traffic should not be stopped by a member of staff. It is safer to split into small even groups. A staff member should accompany each group.

Staff attending the trip

Staff should remember that they are representing Stramash to the general public and should act accordingly: being polite and courteous to members of the public.

Throughout the outing, suitable ratios will be maintained at all times. Children who require 1:1 support will receive this.

Staff attending the trip will be visible to children, other staff and members of the public by wearing Stramash uniform. Staff will ensure they are aware of how many children they should have, and will do regular head counts.

Staff not attending trip

If there are staff members who are staying at Stramash and not attending the outing, they should be notified about where they are going, how many children are being taken out and when the group plans to be back at Stramash. These staff members must have the means to communicate with the group on the outing - mobile phone or walkie talkie.

Safety of Children

When departing Stramash/arriving at destination, staff should have a safety brief with the group. Children and staff should be visible at all times during outings. Head counts should be carried out frequently. While moving from one area to another, children should be counted through gates, in/out of buildings and on/off buses.

If splitting into smaller groups for any reason, each staff member should be clear on how many they have in their group and maintain safe ratios of children and staff. Staff should ensure each group has the relevant kit - first aid, medication, mobile etc

If a child goes missing, immediately begin the Lost Child Procedure.

Emergency Whistle

When going off site, staff must carry a **whistle**. Staff should do a practise whistle blow with the children in case of emergency. If there is an emergency and staff need all the children together, staff will blow the whistle intermittently. Staff and children should gather and headcount carried out.

Toileting off site

When going off site where there aren't public toilets nearby, Staff should ensure the children's dignity is upheld when arranging toileting set ups.

Handwashing off site

Particular care and planning should go into considering handwashing procedure when off site - in instances where tanks cannot be taken along, wipes and hand sanitizer can be used but hands should be washed with running water as soon as possible upon return - as per the guidance given in ***Infection Prevention and Control in a Childcare Setting*** (2018)¹.

Travel arrangements

Any travel arrangements made should be risk assessed prior to use. Any safety procedures in place for use of a minibus (Stramash owned or rented) should be in

¹ [Infection Prevention and Control in a Childcare Setting \(2018\) Care Inspectorate](#)

line with guidance provided by ROSPA in ***Minibus Safety A Code of Practice*** (2015)².

Only staff are permitted to drive who are insured and safety tested through Stramash. No personal vehicles may be used to transport children.

² [Minibus Safety A Code of Practice \(2015\) Royal Society for Prevention of Accidents](#)