

3 HEALTH AND SAFETY PROCEDURES

3.3 Outdoors, trips and outings

Outdoor play (allotment and outdoor slope) and village walks

- All gates and fences are childproof, safe, and secure.
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries. Stinging nettles and brambles are removed.
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
- Children are always supervised within ratios outside.
- Children are suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents have given permission) is applied (where possible by parents) and hats are worn during the summer months.
- Children who have no adequate means of sun protection, such as hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
- Children are supervised on climbing equipment, especially younger children.
- Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water. Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health's Pest Control Department.

Short trips and outings

- Where possible, outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing (other than to go to the allotment or for a short walk around the village where consent forms on children's registration were signed) and a separate consent form will be issued. Only children with signed consent forms will be allowed to take part in the outing.
- A minimum of two staff accompany children on outings.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents who have undergone vetting as volunteers may be included in the ratio.
- A mobile phone and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately
- Children wear 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.
- Public transport should always be ratio of 1-2 (unless agreed with the setting manager).

Risk assessment

- Risk assessment is completed for outdoor play/village walks on **3.1 a Risk assessment form**. A separate risk assessment is carried out for any other excursion prior to the outing and signed off by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101.

- Children will be brought inside as quickly as possible.
- Parents will be informed that a drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
 - the drone has hovered specifically over the outdoor area for any length of time
 - there is a likelihood that images of the children have been recorded
 - is spotted on more than one occasion
 - if the Police believe there is cause for concern

Where this is the case, **8 Safeguarding children, young people and vulnerable adults procedures** are followed.

Further guidance

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Reportable Incident Record (Pre-school Learning Alliance 2015)