



Outdoors/Excursion Policy

Aim

This policy will explain the importance of outdoor play whether this is provided in the nursery free flow area, nursery garden or within our local community and surrounding areas, as well as excursions further afield. Outdoor play helps maximise positive experiences for children which will have a positive impact on their physical health, wellbeing, development and learning and most importantly, it is fun and should be an everyday part of children's play-based learning!

Being outdoors is an important part of the daily experiences offered to children at St Fergus ELC to help them learn about, and connect to the world they live in. At St Fergus ELC we aim to offer outdoor play every day, regardless of the weather (if it is safe to do so).

We aim to support our local community as well as learn from it, to support our children to become effective contributors to their community as they grow and develop. We link closely with local amenities, agencies and services within the area to enable children to have positive experiences.

"All children and young people should enjoy high quality play opportunities, particularly outdoor free play in stimulating spaces with access to nature, on a daily basis in school, nursery and early learning and childcare." Play Strategy for Scotland: Our Action Plan (2013) Scottish Government (15).



National Policy/Guidance:

Care Inspectorate Practice Note, 2022. Keeping children safe: supporting trips and outings in early learning and childcare (ELC)
<https://hub.careinspectorate.com/media/4858/elc-practice-note-trips-and-outings.pdf> (careinspectorate.com)

A quality framework for daycare of children, childminding and school-aged childcare, 2022
https://www.careinspectorate.com/images/documents/6585/Quality%20framework%20for%20early%20learning%20and%20childcare%202022_PRINT%20FR IENDLY.pdf

The Scottish Government, 2020, Realising the Ambition
<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

The Scottish Government, 2017, "Health and Social Care Standards My Support
<https://www.gov.scot/publications/health-social-care-standards-support-life/documents/>

Care Inspectorate, 2018, "Guidance on Adult to Child Ratios in Early Learning and Childcare Settings"
<https://www.careinspectorate.com/images/documents/4334/Guidance%20on%20adult%20to%20child%20ratios%20in%20early%20learning%20and%20childcare%20settings.pdf>

Education Scotland, 2016 "How Good is Our Early Learning and Childcare"
https://education.gov.scot/improvement/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf



Health Protection Scotland (NHS), 2018, Infection Prevention and Control in Childcare Settings (Daycare and Childminding Settings)
https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

Care Inspectorate 2016, "My World Outdoors"
<http://hub.careinspectorate.com/media/279348/my-world-outdoors-sharing-good-practice-in-how-early-years-services-can-provide-play-and-learning-wholly-or-partially-outdoors.pdf>

Aberdeenshire Policy/ Guidance:

Aberdeenshire Council 2021, "Aberdeenshire Council Education and Children's services Procedures for all offsite excursions"
<https://lifelifeaberdeenshire.org.uk/media/7003/offsite-excursion-procedures-25april2021-1.pdf>

Health and Social Care Standards:

1.25 I can choose to have an active life and participate in a range of recreational, social, creative, physical and learning activities every day, both indoors and out.

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

<http://www.gov.scot/Resource/0052/00520693.pdf>



Policy

It is the policy of St Fergus ELC to ensure that:

- Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements etc are included.
- A qualified first aider will be in attendance that has a current paediatric first aid certificate.
- A written risk assessment will be carried out and all staff will be made aware of this. This risk assessment will detail the benefits of the outing and will show how it will improve experiences for our children. A general risk assessment for local village trips will be available in the risk assessment folder held in ELC setting.
- The safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group.
- Adult/child ratios are adhered to for outings out and will be exceeded according to circumstances. Any volunteers that attend the trip will have undergone a PVG check.
- Essential records are always carried i.e. registration documents, medical forms and emergency contact details. These will be stored in the outdoor bag.



Procedure

- As part of our induction process all parents/carers are required to complete a permission form for off-site excursions.
- Children should have access to the nursery outdoor area every day and can free flow between the indoor and outdoor as they choose. The door should be held securely open by the catch at the back of the door. Prior to this area being open a staff member will complete a visual risk assessment of the area and complete the outdoor area form. Children should take part in this assessment to help them identify risks.
- Staff to adhere to all risk assessments in place when accessing outdoor areas. These risk assessments are reviewed regularly or when practice or guidance changes. All staff have read these risk assessments, and these are kept in nursery. Risk assessments for outings out with the local community must be completed at least 6 weeks prior to visit. Administrator will complete the risk assessment through EVOLVE. A copy will be carried on the outing.
- Adult child ratios set by the Care Inspectorate should be always adhered to. At St Fergus ELC ratios will remain 1:8 within the setting and local community but when out with local community ratios will reduce to 1:5. Ratios may be adjusted dependent on the needs of the children, where the children are going and the knowledge and experience of the staff. Ratios will be 1:2 for a beach trip.



All staff are fully aware of their roles and responsibilities when accessing the local community/off-site excursions. Staff will ensure:

- A bag with appropriate supplies is taken to include changes of clothing, PPE and/or any intimate care requirements.
- A first aid kit is taken on all outings and staff members are first aid trained. One member of staff must be paediatric first aid trained.
- Medication required for any children with existing health conditions are brought on all outings, local and out with.
- Best practice guidelines for good hand hygiene is followed. Plastic bag for rubbish to be carried.
- All children and staff wear high visibility vests and jackets when taking part in any outing.
- Nursery mobile is charged and taken in case of an emergency. The group leader to have a form of communication with them i.e., mobile phone
- Any authority guidance in relation to infection control, if visiting a farm or the excursion involves contact with animals are followed.
- Early Years Senior Practitioner or Head Teacher are made aware of where we are going and when we plan to return.
- Register is carried on outing.
- Emergency Contacts are carried and are up to date
- Accident/Incident book is carried on outing.



- EYSP will not be included in adult/child ratio. EYSP will be available to check on all groups throughout the outing.

Walks in local community - walks can take place out in the local community. Staff must inform Early Years Senior Practitioner or Head Teacher where they are going and when they plan to be back. Staff must follow the risk assessment in place for walks in the local community which staff are aware of. Parent/carers can take part in any outings but if they wish to support on a regular basis then they will need to be recruited via Aberdeenshire Councils Volunteer policy through a PVG check. No Early Years Support Workers, Students or parent/carer helpers will be allowed to take children out of the setting alone on any outing and for safe working practices no staff member should go alone with children.

Topper Tuesday/Wellie Wednesday: These take place every Tuesday morning and Wednesday afternoon to allow inclusion for all children who attend St Fergus ELC. Parents are informed of this at induction visits and through the ELC Welcome Booklet. Parents are asked to provide wellie boots and a waterproof suit as these outdoor opportunities happen in all weathers (where safe to do so). Staff will follow the procedures for outings and carry all required resources.



Minibus - We have the privilege of being able to access the Peterhead Cluster minibus. The EYSP will book this in advance and all parents/carers will be notified by letter or group call. During these outings we will explore areas within the community and surrounding areas.

Emergency Procedure

In the event of an accident staff will:

- Administer first aid if it is required whilst ensuring that the remaining children are supervised, and ratios are maintained.
- Call an ambulance if one is required.
- Inform personnel at the venue if applicable.
- Inform the EYSP and Head Teachers about the accident.
- EYSP/Head Teachers contact the parents /carer or emergency contact.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- A record of the accident/ incident will be completed.
- In the case of any serious accident /injury Care Inspectorate and Local Authority will be informed within 24 hours.



Missing Child

If a child were to go missing during an excursion/outing, staff will follow the nurseries Missing Child Policy.

Training

As part of all staff inductions, they must read all policies and procedures to ensure they follow safe working practices.

Staff can access training on excursions via ALDO -

www.aldo.aberdeenshire.gov.uk

It will be the responsibility of the Early Years Senior and Lead Practitioner to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Monitoring of the policy will be achieved through regular reviews of risk assessment after excursions. Staff responsibilities and procedures will be reviewed as appropriate to implement or modify any changes. The policy will be reviewed annually to ensure that it is relevant and up to date.

Family Experiences Respected Growth Unique Shine



St Fergus ELC

Policy Review

This policy was created on 10.05.2023

Policy Created by: Ms S Cantlay, Early Years Senior Practitioner

Review Date - May 2024

Approved by - Mrs A Sutherland & Mrs P Robertson, Head Teachers

Review/amendment dates:

Review date	Amendments	Staff Signature	Next review date

