

Outings Policy

Coldstream ELC

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Date: September 2024

Review Dates: January 2026

Our policy aligns with national guidance, Scottish Borders Council (SBC) policy, and Care Inspectorate expectations, ensuring safe, enjoyable, and well-organised external visits.

Aim

To ensure the **safety, enjoyment, and well-being** of children during all ELC outings and trips, while maintaining appropriate supervision and adhering to regulatory requirements.

General Outing Rules

1. Risk Assessment

- A risk assessment must be completed **prior to any outing**, using the EVOLVE system if required, approved by the Headteacher.
- Staff must review the risk assessment immediately prior to each trip to ensure all safety requirements are met.

2. Clothing and Visibility

- Children must be appropriately dressed for weather conditions (sun, rain, cold).
- **High visibility jackets** must be worn by all children and staff as appropriate.

3. Supervision and Ratios

- Adult-to-child ratios must **always be maintained**, according to ELC guidance.
- Staff must never leave children unsupervised during outings.

4. Route Planning and Safety

- Avoid busy roads when possible.
- Cross streets at **safe, designated points** only.
- Routes, meeting points, and timing must be clearly documented in risk assessments.

5. Parental Consent

- Written permission must be obtained from all parents before taking children off the ELC premises.
- Consent forms should include: location, date, times, parental consent, and emergency contact details.

Regular Walks and Local Trips

- All parents must sign **general consent forms** for local walks or trips.
- Trips over **2 miles from the ELC** require **additional specific consent**.
- Staff must **review local risk assessments** prior to each walk, ensuring that all safety measures are implemented.

In Case of Emergency

1. In a **life-threatening situation**, the Early Years Officer (EYO) must **call 999 immediately**.
2. Following this, the Headteacher or designated staff member must contact parents as soon as possible.
3. Staff should remain **calm, ensure the safety of all other children**, and follow emergency procedures outlined in the risk assessment.

Other Outings (Further than Local Walks)

1. **Meeting Points and Timing**
 - Pre-designate meeting points and times for assembly.
 - All staff must adhere strictly to these arrangements.
2. **Counting and Supervision**
 - Children must be counted **before departure** and at **regular intervals** throughout the outing.
 - If the group splits into sub-groups, a **designated leader** must be assigned to maintain supervision and perform counts.

Personal Care

- Access to toilet facilities must be provided at **regular intervals**.
- **Spare clothing** must be taken to meet individual child needs.

Meals and Drinks

- Children must be offered food and drinks at times **similar to the ELC schedule**.
- Additional drinks must be available in **hot weather** or during **physical activity**.
- Children's **dietary requirements and allergies** must be strictly adhered to.

Transport

1. Transport must be:
 - Pre-booked if required.
 - Fully insured.
 - Operated within **maximum seating capacity**.
 - Equipped with **seatbelts** for all children and adults.
2. Parents must provide **appropriate, labelled car seats** where required.
3. Pre-arranged **pickup and drop-off points** and times must be adhered to.
4. Staff must ensure **children remain seated and supervised at all times** during transit.

Staff Responsibilities

- Staff must remain **vigilant, calm, and attentive** at all times.
- Adhere to **ratios, risk assessments, and safety procedures**.
- Report incidents immediately to the Headteacher.
- Ensure that all children return safely to the ELC or their parents.

Record Keeping

- Written **risk assessments, consent forms, and incident reports** must be stored securely.
- All outings must be **logged**, including date, location, staff involved, and any incidents.

SLT Signature: *Catherine Douglas*

Date: 05.01.2026