



## EDUCATIONAL EXCURSIONS (RISK ASSESSMENT) POLICY

(Care Commission policy title - Outings & Trips)

### RATIONALE

The well being, safety and security of each child is paramount, particularly when undertaking an educational excursion outwith the early years centre.

### AIM

The aim of Killermont Primary Nursery Class is to ensure the well-being, safety and security of each child at all times.

### OUTCOMES

- Staff are provided with guidelines for trips/outings
- The guidelines on trips to farms must be adhered to
- Written permission must be given by parent/carer for any outing outwith the school grounds
- Transport – policy/procedures (see Educational Procedures Manual 3/17)
- Risk assessments must be carried out and appropriate staff: child ratios must be adhered to – EDC recommends 1:2 or 1:3
- First aider must be present, and suitable first aid box/equipment must be taken
- Appropriate consent form with personal details for each child must be taken and a copy left in the school office;
- Children must be closely supervised at all times, and counted at regular intervals
- Food and drink must be provided, appropriate to weather conditions and the duration of the trip

### ROLES AND RESPONSIBILITIES:

#### Head of Centre

- Ensures that Education Procedure Manuals and Health and Safety Policies are up-dated as appropriate

#### Senior Staff

- Must appoint a named staff member/key worker who will have overall responsibility for the care and well being of all participants during the outing/trip.

#### Named Staff Member/Key Worker

- Will have overall responsibility for the care and well being of all participants during the educational excursion.
- Ensure students/staff members/parents and carers are aware of their role as helper.

#### Other Staff Member

- Has responsibility for all participants in his/her group

#### Students/Volunteers/Parents/Carers

- Aware of their role as helper

#### Children

- To enjoy the excursion and participate in activities
- Respond in a positive manner to adults

### RESOURCES

*Safe conveyance of children (appropriate document)*  
*Education Procedures Manual 3/17*

*Health & Safety Control Book - Letter re: lap belts*  
*(26/6/2002)*

### CROSS-REFERENCES:

The Child at the Centre	4.1
National Care Standards	3.6, 3.7

In our centre responsibility for implementing this policy is:	
First Draft	Date:
Consultation with Early Years Community	Date: 2 June 2003
The policy was created on:	Date: 27 November 2003
The policy was reviewed on:	Date: 21 January 2016
Due for review on (not more than 3 years):	Date: 2017/18

