

## Trips, Forest School and Outings Policy and Procedure

Bus Stop Pre-School believes that children should experience learning no matter what the weather. Please see Forest School Poor Weather Conditions policy and procedure.

Bus Stop Pre - School follows the Forest School approach and the Learning Outside the Classroom (LOTC) approach to learning which is delivered alongside the Early Year Foundation Stage curriculum, 2021. Part of the foundation of the approaches to learning is for children to experience regular Trips, Forest School sessions and Outings away from the Pre-School premises. Trips, Forest School and Outings are a part of Bus Stop Pre-School's normal practice and provision which is available to every child. Bus Stop Pre-School believes that the health, well-being, learning and development of children is positively impacted when they are able to experience the natural world and their local community. When going out on regular Trips and to Forest School it is Bus Stop Pre-Schools policy that all the staff and children attend, no one remains behind on the premises. The Outings organised by Bus Stop Pre-School are planned to encourage families to spend time and enjoy learning experiences together. Please also see Play and Learning Policy.

For the purpose of this policy the below words mean the following:

- Forest School Days - Organised sessions that take place spontaneously throughout the week, where the Pre-School group goes out for the day into the Polesden Lacey Estate and surrounding woodlands. The session is for the Pre-School children who attend on the day. Parent/carers do not need to accompany their child.
- Trips - Organised trips where the Pre-School is run from another pre-planned location for the day. Trips are for Pre-School children who attend on the day. Parents/carers do not need to accompany their child, however are invited to join the group on the Trip. Parents must find alternative childcare if they choose not to send their child on a Trip.
- Outing - Organised event where the Pre-School is closed for the day and all the Pre-Schools parents/carers and children meet the Pre-School staff at a pre-planned location. Parents/carers must accompany their child/children or find alternative childcare if they are unable to attend. All children and parents/carers invited.

Bus Stop Pre - School's Insurance policy allows for children to be taken out of the Pre-School building to participate on Trips, Forest School days and on Outings. Staff members ensure that Health and Safety guidelines are followed.

Before any Trip, Forest School day and or Outing a Risk Assessment is carried out by the designated Health and Safety Officer - Kelly Haines/Kate Rice. The risk assessment is completed to help reduce risks to children and adults when away from the Pre-School premises and highlights the risk benefits to children when taking part in the Trip, Forest School day and or Outing.

Adult to child ratios are maintained when going on Trips and to Forest School and the children, staff, student, volunteer and visitors contact details for that day are taken in the Going Out bags to be used in the event of an emergency. Staff members holding current Paediatric First Aid training attend the Trips, Forest School and Outings and first aid equipment including child/adult's Medication is taken on every Trip and Forest School day.

Named Paediatric First Aiders

The following staff members hold current Paediatric First Aid certificates:

- Kate Rice
- Kelly Haines
- Hayley Lewis
- Louise Stephens
- Julie Wilson

Named Forest School First Aiders

- Kate Rice
- Kelly Haines
- Hayley Lewis
- Louise Stephens
- Julie Wilson

The Settings Mobile is taken out on Trips, Forest School days and on Outings and is used in the event of an emergency. Staff personal mobile phones are taken on Trips, Forest School days and on Outings and used in the event of emergency. Staff mobile phones are not carried upon staffs' person and are put into the Forest School trolley/Outings bag and are only accessed in an emergency. Please see Mobile, Camera and ICT policy.

In the event that a child goes missing the Missing Child's policy will take immediate affect. In the event of a medical emergency the Accident/Incident and Emergency Medical Treatment policy and procedure will take affect (Please see Missing Child's policy and Accident/Incident and Emergency Medical Treatment policy and procedure).

#### Bus Stop Pre - School Trips and Forest School Days include:

- Forest School Walks around Polesden Lacey Estate to look at the animals/minibeasts/notice changes in the environment and to collect things of interest on the way.
- Forest School Activities in Freehold Wood and at Preserved Copse - lighting campfires, climbing trees.
- Walking to Bookham Village to go to the local shops.
- Walk to Keswick House to sing to the elderly residents and walk to the local Green Grocers shops and local café.
- Walking to local Infant Schools during summer term and walking to Bookham Library.
- Walking to local Infant Schools to watch children's School productions.

#### Bus Stop Pre-School Annual Outing:

- Whole Pre-School group visits to Garson Farm in Esher to go Fruit picking.

During the Induction process parents/carer's are informed that the Forest School days are a part of the Pre-Schools regular practice and that these take place spontaneously throughout the week without prior notice. Parents/carer are also informed that the Pre-School group goes on planned Trips that relate to specific themes for example, during Harvest the children visit Keswick House to sing Harvest songs and present a Harvest gift to the elderly residents. All parents/carer sign a consent form on joining the Pre-School, giving permission for their child to take part in planned and spontaneous Trips and Forest School days. Parents/carer also sign to say that they understand that they must find alternative childcare if they choose not to send their child on a Trip.

During the Induction process it is explained to parents/carer's that Bus Stop Pre-School provides waterproof trousers, warm welly socks and sunhats for use by every child at Pre-School, ensuring children are appropriately dressed for the weather and seasons of the year.

When going on planned Trips and Outings parents/carers will be notified through information on the termly Newsletter, weekly email, notice board and through conversation with the Bus Stop team. Parents/carers will be made aware that if consent is not given, then they must make alternative arrangements for their child/children.

In the event a Trip or Outing is postponed parents/carers are informed by email the day before, advising them to arrive at the Pre-School building for their normal day and they are then given a new date for when the Trip or Outing will take place.

During all Trips and Forest School days staff members continue to carry out routine personal care for all the children, this includes ensuring children are provided with snacks, drinks and lunch. Also ensuring the administration of medications is carried out, children's toileting needs, nappy changing needs and sleep times are met.

When going on a Trip, Forest School day and or Outing the Pre-School's Going Out bags and trolleys will be taken. The children and staff pack the Going Out Bags and trolley before leaving the premises and replenish items before each trip out. The bags/trolleys include the following items:

- Child and Adult Record Information.
- Daily Risk Assessment.
- Daily Register.
- First Aid Kit.
- Medication for children/adults on the day.
- Emergency Procedure.
- Accident/Incident forms/Nappy forms/Sleep forms, Post-it notes and Pen.
- Spare Clothing.
- Nappy Bag.
- Wipes.
- Tissues.
- Portable Toilet and Tent.
- Settings Mobile phone (in First Aid bag), Staff Personal mobiles (in Mobile bum bag).
- Keys.
- Settings Camera (in First Aid bag).
- Tarpaulin and pop up Tents (tents used for sleeping children).
- Child sized Sleeping Bags.
- Cold Snack.
- Hot Lunch and cooking equipment, cutlery, bowls, cups.
- Drink - Hot chocolate/water.
- Fire Bag, Dry Fire wood, Fire pan.
- Water buckets.
- Staff Bum Bags - worn by all staff members, including:
  - Emergency first aid kit,
  - Wipes,
  - Tissues,
  - Gloves,

- Nappy sacks,
- Hand gel,
- Personal Emergency contact numbers.

Separate Forest School bags/trolleys are taken when going out to do Forest School activities. The items change depending upon activities planned, however may include:

- Woodland Elves - Sage and Onion.
- Sac Magique - Collection bag.
- 3 Bow saw.
- 9 Palm drills.
- Protective Gloves.
- 6 Whittling Peelers.
- 4 Whittling Knives.
- Story Tins.
- Binoculars and Magnifying glasses.
- Information books - fungus, flower, bugs and trees.
- 4 Litre Water Bottle.
- Vaseline.
- Cotton wool.
- Shells.
- Fire Steel.
- Fire Blanket.
- Fire Gloves.
- 1 Laplander Saw.
- Water Bucket.
- 2 Forest School Trolley's.

Please see the Forest School Risk Assessments and activity plans for more details.

#### Procedure before going on Forest School Day:

- Risk Assessment is carried out/reviewed.
- Children and Staff Register page for the day is photocopied and put in the Going Out bag.
- Child/adult Medication for the day is put into Going Out bag.
- Settings Mobile phone number is displayed on the main gate for parents/carers.
- DSL - checks Setting Mobile is charged and ready to use. DSL carries mobile with them.
- Going Out bags are replenished.
- Camera is packed in Going Out bag.
- Adults explain to the children that they are going to Forest School today and reassure children.
- Children use the toilet.

- Children put on appropriate clothing and footwear for weather condition.
- Children put on a bright fluorescent jacket. This is to ensure children are clearly seen by adults, members of the public and all types of transport.
- Children brought together around the garden fire square and use picture cards to help pack the Going Out bag and trolley.
- Adults explain where they are going and remind children of Safety rules.
- Children line up in the garden in pairs, creating a Walking Bus line.
- Children and adults assemble in their Walking Bus line. One adult stands at the front, one adult is in the middle and one adult is at the end of the line. 4-8 children are invited to be Trolley Bearers and hold onto the handles.
- Before leaving the garden the children/adults sing the Road Safety song.

#### Procedure when on Forest School Day:

- Appropriate ratio's maintained.
- Children and adults maintain the Walking Bus line (until it is safe to move freely).
- Children are reminded to hold their partners hand and or trolley handle when in Walking Bus line.
- Children are gathered together to make a Safety Circle. Adults and children sing the Make a Circle song. Children are encouraged to remind each other of:
  - Animal safety.
  - Stranger danger.
  - '1,2,3, where are you?' rule.
  - Stopping Arms.
  - Reminded not to pick or eat flowers, berries or fungus.
  - What to do if you are lost - **call out '1, 2, 3, where are you?' and stand still.**
  - What do we do if we see National Trust garden truck/Mini Bus.
- Children are praised and reassured when walking and or as they explore the woodlands.
- An adult will call out "1,2,3 where are you" in the event that they need to get children's and adults attention quickly due to a danger or emergency.
- Before leaving the Forest School site children make a Counting Circle and are encouraged to count the children and adults present.
- At the end of a Forest School day the children and adults view the Polesden Lacey Estate site map to recall their Forest School adventure.

#### Procedure before going on a Trip:

- Parents/carers are sent an information email prior to the Trip detailing the plan of the day. This includes the Settings Mobile number, as the main contact number for the day and a place of safety in the event of emergency/poor weather conditions and procedure is Trip is postponed.

- Risk assessment for Trip is carried out/reviewed.
- Children and adult Register sheet for the day is taken and completed as children arrive and depart.
- Parents/carer sign an additional consent form, signing that they understand that the group is away from the normal Pre-School premises today.
- DSL - checks Setting Mobile is charged and ready to use. DSL carries mobile with them.
- Going Out bag's replenished.
- Camera is packed in Going Out bag.
- Child/adult Medication for the day is put into Going Out bags.
- When children arrive at the planned location the adults explain to the children the events taking place during the day and reassure children.
- Children use the toilet/have a wild wee.
- Children put on appropriate clothing and footwear for weather condition.
- Children put on a bright fluorescent jacket. This is to ensure children are clearly seen by adults, members of the public and all types of transport.
- Children are gathered together to make a Safety Circle. Children are encouraged to remind each other of:
  - Keeping safe near Roads.
  - Animal safety,
  - Stranger danger,
  - '1,2,3, where are you?',
  - Stopping Arms,
  - Reminded not to pick or eat flowers, berries or fungus,
  - What to do if you are lost - **call out '1, 2, 3, where are you? and stand still.**
- Children line up in the location in pairs, creating a Walking Bus line.
- Children and adults assemble in the Walking Bus line. One adult stands at the front, one adult is in the middle and one adult is at the end of the line. 4-8 children are invited to be Trolley Bearers and hold onto the handles.
- Before leaving the location the children/adults sing the Road Safety song.

#### Procedure when on a Trip:

- Appropriate ratio maintained on the Trip.
- Children and adults maintain the Walking Bus line, until it is safe to move freely or until the destination is reached i.e. Keswick House to sing to the elderly.
- Children are reminded to hold their partners hand and Trolley Bearers hold the trolley handles.
- Children are praised and reassured when walking.
- An adult will call out "1,2,3 where are you" in the event that they need to get children's and adults attention quickly due to a danger or emergency.

- When the Pre-School has completed the Trips event the group returns to the location.
- Depending upon the Trip parents/carers will be asked to collect from the location or back at Pre-School building.

#### Before going on an Outing:

- Parents/carers are sent an information email prior to the Outing detailing the plan of the day. This includes the Settings Mobile number, as the main contact number for the day and procedure in the event the Outing is postponed.
- Parents/carers complete Outing Consent form and return to Management team. Register of who is attending is created.
- Risk assessment for Outing is carried out/reviewed.
- DSL - checks Setting Mobile is charged and ready to use. DSL carries mobile with them.
- Going Out bag's and staff Bum Bags replenished and taken on Outing.
- Camera is packed in Going Out bag.
- Children and Staff fluorescent jackets packed and taken on Outing.

#### Procedure when on Outing:

- When children arrive at the planned location the adults explain to the children the events taking place during the day.
- Children put on a bright fluorescent jacket. This is to ensure children are clearly seen by adults, members of the public and all types of transport.
- Parents are reminded that they are responsible for their child/children during the Outing.
- Staff complete Register of attendance for the Outing.
- Parents, children and staff take part in Outings events.
- Parents/carers are reminded to tell a member of staff that they are leaving, so this can be recorded on the Register.

#### Toileting Needs of Children and Adults

If a child needs to use the toilet when on a Trip every effort will be made to locate a public toilet, however if one cannot be located a member of staff will take the child to a private area to have a Wild Wee or to use the Toilet tent (if available). When out at Forest School children will be able to use the Toilet Tent and or can be taken to a private area away from the group to have a Wild Wee. During an Outing, parents/carers are responsible for their child's toileting needs, however staff will endeavour to plan an Outing which includes access to public toilet facilities. Adults are able to use the Toilet tent/take themselves away from the group for a Wild Wee and or use a public toilet (if available). For the safety of the adults and children, it is



important that adults let another adult know that they are going to the toilet and ensure that no child follows them.

Only staff members who hold a Disclosure and Barring Service (DBS) check will be permitted to take a child to the toilet. Students, volunteers, visitors and or visiting Professionals are not permitted to take a child to the toilet at any time.

#### No Smoking or Vaping

Staff, students, volunteers and or visitors are not permitted to smoke or Vape whilst on a Trip, Forest School day or on an Outing with the Pre-School group. This also includes E-cigarettes and Vapour cigarettes.

#### Upset Child at Forest School/Trips

If a child becomes upset whilst out, the staff members will provide comfort to the child and make every effort to ensure that their personal needs are met, including warmth, shelter, food and that they feel safe and secure. Staff member are also aware that sometimes children may become dependent and will continue to be upset, after prolonged adult attention in this case the adult will step away and or distract by engaging the child in an activity to support their well-being. Where appropriate a Forest School day/Trip could be shortened, supporting a child's individual well-being.

This policy was adopted September 2006, to be reviewed annually.

This policy was reviewed September 2021 to be reviewed September 2022.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_