

NORTH STAR NURSERY AND HOLIDAY CLUB
WALKS, OUTINGS AND OFF SITE PROCEDURES (SAFE ROUTES TO WALK)

“Staffing levels are maintained during outings but, according to circumstances, it may be necessary to exceed them.”

(National standards for under 8’s day care 2.10)

<http://lx.iriss.org.uk/sites/default/files/resources/Full%20day%20care.pdf>

Procedures

- Parents are asked to complete a general permission to take the children on regular walks around the local community and into town by foot.
- Further permission will be sought for any outings/visits/walks that require public transport as a separate one off permission relevant to that particular event.
- Parents have the right to refuse to give permission for their child to be included in off-site activities.
- A risk assessment is carried for all routes and venues. Staff will assess the activity, overall group size, length of outing, staff experience of off-site activities, individual children’s needs, medical needs, behavioural needs and support from students, volunteers and or parent helpers. Ratios may be increased should it be deemed necessary.
- Parent/carers support is often sought to support the maintenance of ratios which are:
 - Babies (0-1 years) 1:3
 - Young children (1-5 years) 1:3
 - Older children (4-8 year olds) 1:8
(1:6 if a large number of 4 and 5 year olds are attending)
 - If all children are over 10 years 1:10
- Parents/carers can request that a higher ratio is maintained.
- Staff and children will follow set routes to and from regular venues, according to the abilities and needs of the children in their care.
- All nursery/holiday club staff to ensure they have their staff passes to access the train station.
- Head counts will be conducted regularly, such as before leaving any venue.
- Staff will make use of pushchairs and reins in order to keep younger children safe.
- Holiday Club children and staff wear high visibility jackets, during off-site activities to help identify group members easily.
- Staff will take at least one, well charged, mobile phone with them for two way contact.
- If a risk assessment cannot be made prior to the outing/visit, then children will be asked to wait patiently whilst a staff member completes the checks. These include checking for rubbish, broken glass, faeces, and condition of the equipment, other users and visibility.
- Contingency plan needs to be discussed, should a pre-planned outing not be possible on the day.
- First Aid provisions will be taken with the group, also tissues, mobile phones, medication and nappies/change of clothes according to the length of outing. Children will be dressed according to the weather and their needs; sun cream and sun hats, water bottles on hot days, wellington boots and waterproofs.
- Any medication required during the outing will be carried by a designated staff member, but all accompanying staff should be made aware of where it is stored, such as EpiPens and inhalers.
- Permission to leave the nursery premises will be sought from senior staff. Staff will sign themselves out in the visitor’s book and indicate outing destination, number of children and adults in the group by completing an *Outings and Off Site Risk Assessment and Record* sheet.

- Only children who have parental permission to leave the building will be taken on walks, a contingency plan will be put in place for children who need to remain in the building.

Route 1 Ferndale Road Park

Leave via main nursery door, turn right and follow path round the rear of the Research Councils' building.

Cross the road by the multi-storey car park and out on to main road.

Walk along the path towards the college, cross the college driveway with care and move down towards the crossing islands by the roundabout.

Cross to the far side by rough hedges/brambles.

Walk down towards the Great Western dual carriageway.

Use the pedestrian crossing, follow footpath to the right and down North Star Avenue towards Ferndale Road.

Turn left at the alley way, use caution as cars have access, walk up alley way to play area, check for safety before allow children to play on the equipment or grass area.

Route 2 St. Mark's Rec.

Leave the main nursery door, turn right and follow the path along the rear of the Research Councils' building.

Follow the new road heading right and stay on the footpath.

By the traffic lights the road narrows slightly and this is a good place to cross over.

Walk towards the Great Western Way with care. Look at road signs with the children.

The path meets the main footpath where the road can be crossed by using the pedestrian crossing.

Once across follow the path right and utilise pedestrian crossing past the garage entrance.

Walk along on the right hand side, cross over the alleyway and take the next turning into the park. **Check play area on the right (fenced in area) before allowing the children to play.**

Route 3 Oasis Leisure Centre

Leave via main nursery door, turn right and follow path round the rear of the Research Councils' building.

Cross the road by the multi-storey car park and out on to main road.

Walk along the path towards the college, at the bus stop cross the main road. There is a little path way leading past the outdoor football pitches, walk along this into the Oasis property and follow the footpath to the main entrance.

Route 4 Bus Station

Leave via main nursery door, take the left-hand path past the workshops and delivery area of the Research Councils.

Walk along the path to the zebra crossing, utilise this facility. Walk up the steps and up the metal stairs and across the footbridge.

Turn left and descend a flight of stairs, follow the walkway out, cross by the taxi rank and the pedestrian crossing, walk forward and utilise two more pedestrian crossings.

To the left is the bus station, to the right is enclosed court area leading to Fleming Way and several bus stops.

Note: With pushchairs/wheelchairs, walk up the Research Councils' driveway, cross over to the left at the top. Taking care, walk through the car park towards the right top corner where a footpath runs parallel to the train track.

Follow this path (be careful of overhanging branches and uneven ground) which leads to a slope.

Go down and turn left onto the cycle track. Go under the bridge and when emerging look ahead for the pedestrian crossing.

Utilise this to cross the road and turn right. Go round the corner and follow the path, on a slight slope to another crossing.

Again keep right, walk past the Police Station and continue across a small access road onto a paved area, the beginning of town centre.

Walk straight up between the shops, at Top Shop turn left and follow along again towards a tented area. After this you will see a small underpass, go under and follow signs for bus station or bus stop as necessary.

Route 5 Town Centre

Leave via main nursery door; take the left-hand path past the workshops and delivery area of the Research councils. Walk along the path to the zebra crossing, utilise this facility. Walk up the steps and up the metal stairs and across the footbridge.

Turn left and descend a flight of stairs follow the walkway out, cross by the taxi rank and the pedestrian crossing, walk forward and utilise two more pedestrian crossings, to the left is the bus station, to the right is enclosed court area leading to Fleming Way.

There is an underpass that should be utilised that connects to the town shopping centre.

If taking children in buggies or staff/children who require wheelchair support the route is altered in the following way.

Leave the holiday club or nursery via the main nursery door; take the left-hand path past the workshops and delivery area of the Research Councils. Walk along the path to the zebra crossing, here turn right and follow the path around the small car park and up parallel to the main drive way. At the drive entrance cross with care, utilising the crossing island. Carefully negotiate the public car park heading to the top right hand corner, where the footpath leads along side the train track. Progress along the footpath around a right hand bend you will see a set of steps and a ramp. Utilise the ramp, and walk through the under pass on the left hand side (pedestrian). On the other side of the under pass is a set of crossing, utilise this and follow the footpath to the right and around, proceed down an inclined path to another crossing. Again, utilise this and follow the path to the right, proceed straight on, a small access road needs careful negotiation before entering a paved pedestrian's area at the bottom of the town shopping centre.

Upon returning, ensure at the underpass that the right hand side of the path is utilised.

This policy links to:	Health and Safety Policy Safeguarding Children and Child Protection Policy Security Policy Risk Assessment Policy Ratio Maintenance Policy Equality, Diversity and Inclusion Policy Lost Child Policy (Procedures for when a child leaves the group unaccompanied) First Aid Policy Staff Handbook Staff Induction Staff Training
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Policy Review History	
August 2014	v.1
September 2016	v.2
September 2018	v.3
September 2019	v.4
December 2020	v.5

This policy will be reviewed in December 2021 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed **Dated**

Print **Nursery Manager.....**

Signed **Dated**

Print **Reviewing Committee Member**