



Dunoon ELC Outings Policy

This policy was adopted at a meeting of:

Dunoon Primary Early Learning and Childcare

June 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

Statement of Purpose



The UN Convention on the Rights of the Child

Article 19 (protection from violence, abuse and neglect)

Article 31 Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Dunoon ELC strive to engage in the wider community as much as possible and look to go on weekly outings to provide the children with a rich opportunity to learn from their local environment. We want to develop confident individuals within our children who are acquiring the confidence to lead their own learning and take part in their own risk benefit assessments.

Protocol for outings

Staff should prepare for an outing and ensure adequate staff numbers and volunteers are available, 1-4 ratio for 3-5 year olds and 1-3 ratio for 2 year olds should be followed however staff should use their knowledge of children to reduce/increase this if necessary. Children should be arranged, on paper, into groups and allocated to a staff member or other responsible adult. Staff should allocate children based on needs, e.g a child who has additional support needs for example will not be with a volunteer or student. This should be done at the planning stage. Alongside the children, a risk assessment should be discussed and completed see Appendix 2 to ensure staff and children are aware of any hazards and how they can reduce these from taking place. It is staffs responsibility to complete the outing checklist see Appendix 1 and share it with all staff.

A head count and register should be taken before leaving the building and should be done periodically during the outing, especially on the walk to or from the destination, with particular attention paid during times of transition. On departing, all adults should ensure they have their allocated child or children. The group must remain together at this point. The person in over all charge should check the list to make sure all children are present and a head count completed. The person in over all charge should not be distracted when completing a head count or register. Staff will be a ware of the Lost Child Procedure (see appendix 3)

On return to nursery from the outing staff should reflect on its success and take note of any changes that should be made before the next outing.

Disseminating and Implementing this Policy

Dunoon ELC staff will be required to read this policy on their induction and to comply with the contents therein. The policy will be kept in the policy folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored after outings take place.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

Links to national policy

- 1) My World Outdoors: Scottish Government, 2016.
- 2) Space to Grow: Scottish Government, June 2017.

Appendices:

Appendix 1: Checklist for ELC Outings

Appendix 2: Blank Risk Assessment

Appendix 2: Lost Child Procedure

Appendix 1

Checklist for ELC Outings

Outing to:

Date:

	Tick when completed	Initial
First Aid Kit		
Consent forms signed- if needed		
Contact Info for school		
Mobile phone- charged and number given to office		
Risk Assessment completed		
Register of children attending		
Children grouped and allocated to staff/adults. Staff and adults have their own list of their own group?		
Medication		
Medical action plans		
Tissues		
Wet wipes		
Changes of clothes		
Children wearing high visibility vests/school waterproofs		

Argyll & Bute Council Risk Assessment Form

[illegible]

Missing Child Procedure – Outdoors (Out with the nursery)

On noticing a child is missing:

- Shout out the name of the child for 1 minute.
- Staff member in charge instructs other adult helpers on plan of action.
- If safe and appropriate, the group stays together and looks for the missing child.
- After 5 minutes the school is called and is asked to call the parent to inform them that their child is missing, 999 is also called at the same time to let them know that a child has gone missing.

Activity/Hazard	Benefit	Risk	Children's Voice	Risk L/M/H	Precautions	Who/ When
Lost child whilst outdoors	Children need to be given opportunities to learn and develop and meet their outcomes in different environments and settings.	Lost Child		M	Boundary/area checked. Lost child policy highlighted to all adults. Knowledge of children to be shared with adults and session planned to suitable age/stage of children. Boundaries clearly stated. Adult:child ratios followed and supervision stringent at all times	Staff