



Section Six

Safety & Suitability of Premises, Environment and Equipment

Outings

- Outings Policy and Procedure
- Transportation Policy and Legal Requirements



Outings Policy and Procedure

Outings Policy and Procedure recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

- Equal opportunities exist for all children i.e. that children with disabilities and cultural requirements etc. are included.
- A first aider will be in attendance that has a current paediatric first aid certificate.
- A written risk assessment will be conducted prior to the outing and all staff will be made aware of this.
- That no child will ever be left unattended in a vehicle.
- That safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group and by individual group leaders.
- Adult/child ratios are adhered to and will be exceeded according to circumstances.
- Essential records are carried at all times i.e. registration documents, medical forms and emergency contact details.

At all times the following procedures will be carried out:

- A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.
- Full details of the outing will be given to all parents.
- Written parental permission will be obtained.
- Telephone contact details for each child will be provided to each group leader.
- Transport checks will be undertaken as stated in the Transportation policy. For example:

Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport. Records of vehicles and drivers including licenses and MOT certificates are acquired. Checks to ensure that contracted drivers or escorts are registered with the ISA and are CRB cleared. (This is the



responsibility of the contracted person's organisation).

Harnesses, seat belts, booster seats and airbags are fitted where needed.

Maximum seating will not be exceeded.

- An emergency meeting point will be established and made known to everyone on arrival.

Essential equipment will be taken and should include

- First aid kit.
- Mobile Phone per group leader.
- Copy of risk assessment.
- Any relevant policies to be referred to.
- Medication (if applicable).
- Spare clothing.
- Plastic bags.
- Bucket and paper towels.
- Register.
- Emergency contact details including at least 2 different people must be provided. These numbers must be of people who will definitely be contactable on the day.
- Essential records including list of children with known allergies.
- Accident/incident log.

Emergency Procedure

In the event of an accident staff will:

- Administer first aid if it is required whilst ensuring that the remaining children are supervised, and ratios are maintained.
- Call an ambulance if one is required.
- Inform personnel at the venue if applicable.
- Inform the manager or supervisor about the accident. Contact the parents /carer or emergency contact.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.



- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- A record of the accident/ incident will be completed.
- In the case of any serious accident /injury Ofsted and RIDDOR will be informed.

In the event of a child being lost:

- The manager or senior staff member on the outing must be informed as soon as it is realised that a child is missing.
- The groups will make their way to the emergency meeting point.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensure remaining staff/child ratios and safety is maintained.
- Staff will be deployed with mobile phones to search the immediate area.
- The manager will contact personnel at the venue to alert them that a child is missing, and their own procedures need be put into place.
- If the child is not located, parents/carers will be contacted and informed of the situation in a clear, calm, concise manner.
- The police will be informed.
- If parent/carers cannot be contacted staff will use the second emergency contact number and continue to do so until a parent or carer has been informed of the situation.
- In the case of a missing child Ofsted will be informed.

It is intended that the missing child policy will be referred to and followed. This policy and procedure have been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

..... Manager/Owner

Reviewed date: March 2025*Reviewed date: March 2026*

Review due: March 2027



Transportation Policy and Legal Requirements

Pillarwood Farm Pre-school and Children's Woodland Adventures takes the safety of children seriously and realises the responsibilities required when transporting children. We will ensure all legal requirements are met.

Cars

- We will ensure that there is one seat per child
- The vehicle will have a valid M.O.T. certificate.
- The vehicle will have a working fire extinguisher.
- The vehicle will carry a first aid kit.
- We will ensure that no side facing seats are used.
- The setting will be insured for liabilities to third parties, (which covers passengers in the vehicle).
- The driver will hold a full licence.
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.
- All transportation used by Pillarwood Farm Pre-School will be covered for business use insurance.

Minibuses

- We will ensure that there is one seat per child.
- All seats will be equipped with appropriate seat belts.
- The vehicle will have a valid M.O.T. certificate and appropriate insurance.
- The vehicle will have a fire extinguisher and first aid kit.
- Section 19 (Local Authority driving permit) will be obtained if appropriate.
- The driver will hold a pre-1997 driving licence with valid Category D1 authority, unless Section 2 applies. (Please see below).
- If there are four children or more then, at least one non-driving escort will be in the vehicle.
- We will obtain written permission from parents prior to transporting children.
- All transportation used by Pillarwood Farm Pre-School will be covered for business use insurance.



	Front Seat	Rear Seat	Who is responsible?
Children up to three years old	Correct child restraint MUST be used.	Correct child restraint MUST be used. If a restraint is not available in a Licensed taxi/private hire vehicle, the child may travel unrestrained.	Driver
Child from 3rd birthday up to 135cms in height (approx. 4' 5") (or 12th birthday whichever they reach first)	Correct child restraint MUST be used.	Where seat belts are fitted, the correct child restraint MUST be used. The child must use adult belt if the correct child restraint is not available as follows: - in a licensed taxi or private hire vehicle; or - for a short distance in an unexpected necessity; or - two occupied child restraints prevent fitment of a third. A child 3 years and over may travel unrestrained in the rear seat of a vehicle if seat belts are not fitted in the rear.	Driver
Child over 1.35 metres (approx. 4' 5") in height or 12	Seat belt MUST be worn if available.	Seat belt must be worn if available	Driver

or 13 years old			
Passengers aged 14 years old and over	Seat belt MUST be worn if available.	Seat belt must be worn if available	Passenger

Reproduced from The Highway Code

In almost all cases, every child up to 135cms (4' 5") or the age of 12 (whichever is reached first) must use a child restraint and drivers may not carry children as passengers just in seat belts.

Rear-facing baby seats **MUST NOT** be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.

Driving a Minibus - Legal Information

This section explains the licensing position of drivers of minibuses not used for hire or reward. It also explains the position for holders of minibus and community bus permits. DVLA Information Leaflet INF28 covering this subject is available for download [here](#).

1. Driving licences held before 1 January 1997
2. Drivers who do not have minibus entitlement (Category D1)
3. Minibus and Community Bus Permits

1. Driving licences held before 1 January 1997

If you had entitlement to drive cars prior to 1 January 1997 - shown as group A (B for automatics) on an old style green or pink licence or as category B and D1 not for hire or reward on a pink and green or photo card licence - you can drive a minibus provided:

You are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward. To drive a minibus which has 9 or more passenger seats for hire or reward you will normally need passenger carrying vehicle entitlement [PSV] (category D1 or D). To obtain this you must meet higher medical standards and take a further driving test.

Hire or reward encompasses any payment in cash or kind by (or on behalf of) passengers which gives them a right to be carried.

However, if you drive a minibus for an organisation under the minibus or community bus permit scheme, you will **NOT** need a category D1 or D licence even if a charge is made to passengers - please see the section on these pages covering minibus and community bus permits.

New rules from 1 January 1998

Your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is next renewed. When your licence is renewed, your minibus entitlement (D1 and D1+E not for hire or



reward) can only be issued if you make a special application which will involve meeting higher medical standards.

If your minibus entitlement is renewed you will normally be granted a D1 and D1+E licence for 3 years which will allow you to drive minibuses, not for hire or reward, in the UK and on temporary visits to other EC/EEA countries. See below for more details about driving abroad.

If your minibus entitlement is not renewed, categories D1 and D1+E will no longer appear on your licence. However, if you are aged under 70 years, you may still be able to drive minibuses in certain circumstances. The rules explained in Section 2 will also apply to you.

Drivers whose licences are due for renewal will receive advice about these new procedures with their renewal reminder letter.

Medically Restricted Licences

In general, car licences have to be renewed when drivers reach the age of 70 but younger drivers with restricted medical licences will also be affected by the new rules when their licences are renewed after 1 January 1998. If you have a medically restricted licence you should note that entitlement to drive non-commercial minibuses on a voluntary basis will NOT be subject to the higher standards until you reach the age of 70. The rules (listed at car licences first obtained after 1 January 1997) will also apply to you.

2. Drivers who do not have minibus entitlement (Category D1)

If your driving licence does not allow you to drive minibuses, there are certain circumstances where you still may be able to do so.

You may drive a minibus with up to 16 passenger seats if:

i) you drive on behalf of a non-commercial body for social purposes but not for hire or reward, unless operating under a permit;

ii) You are aged 21;

iii) You have held a car (category B) licence for at least 2 years;

iv) You are providing your service on a voluntary basis; and

v) The minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances.

vi) If you are aged 70 and over, you are able to meet the health standards for driving a vehicle (i.e. minibus) which comes within the D1 class;



When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer; you may only drive minibuses in this country.

Safeguarding and promoting children's welfare/outings reviewed Jun 2011

Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards. Maximum authorised mass and specialist equipment

The maximum weight of a vehicle that may be used on the road is known as the maximum authorised mass (MAM). It may also be described as the gross vehicle weight or permissible maximum weight. This is normally shown on a plate fitted to the vehicle.

There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750kgs for the extra equipment for minibuses which are intended

for the carriage of passengers with disabilities or wheelchair users. This would cover minibuses with a MAM

of 4.25 tonnes and would be comparable with the weight threshold which new drivers of cars/light goods vehicles are permitted to drive.

3. Minibus and Community Bus Permits

Minibus and Community Bus Permits are issued to organisations concerned with education, religion, and social

welfare, recreation or other activities of benefit to the community.

Minibus Permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis. Community Bus Permits are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.

If you had entitlement to drive cars prior to 1 January 1997 you will continue to be able to drive minibuses under the permit schemes, provided your entitlement to drive minibuses (Category D1, not for hire or reward) remains in force. New drivers who passed their car test (category B) on or after 1

January 1997 may also drive a permit minibus provided the driver licensing conditions at Section 2 are met.



[Further information is available in the booklet 'Passenger Transport Provided by Voluntary Groups' available from traffic area officers.

Signed on behalf of the setting by:

..... Manager/Owner

Reviewed date: March 2025Reviewed date: March 2026

Review due: March 2027