

Outings Policy and Procedure

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents/guardians sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents/guardians are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents/guardians to see.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record folder kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport (if required).
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/guardians.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and will be qualified at a level three or higher and a minimum of two should remain behind with the rest of the children.
- At least one member of staff must hold a current paediatric first aid qualification and all staff must have a current DBS check.
- Students may accompany staff on outings, however they are not to be included in the ratios and their responsibility agreed with the student coordinator prior to leaving the premises'.

- Careful consideration must be given to the staff and their qualifications, who will be present on an outing e.g. new and in-experienced members of staff.
- On every outing the most senior member of staff is to ensure that an up to date copy of all the children's emergency contact details are taken with them and kept in a safe place and then filed back away on returning to the nursery.
- The Most senior member of staff must also complete an outings form before going so that all the staff know who their key children are for the outing.
- Parents/carers will need to sign a separate authorisation consent form for each outing that requires transport or is away from the setting (not including a walk in the woodlands).
- Staff, students and children should all be signed out on the registers and signed back in again on returning.

Transport

- Any driver using their own vehicle must have adequate insurance cover and a valid MOT certificate.
- Appropriate harnesses, seat belts and booster seats must be used on public transport where provided.
- A risk assessment must be completed on any public transport used, see outing risk assessment guidelines.
- The maximum seating for any vehicle must not be exceeded.
- The nursery must keep a list of all named drivers and copies of their driver ID, registration details and insurance.

Parents/Guardians Support

- Parents/guardians who attend an outing/trip are only responsible for their own child/children.

In an Emergency

- Emergency services must be called immediately for children or staff who require hospital attention.
- The management team must be made aware of the incident and action taken.
- The management team will contact the parent/guardian or next of kin of any children or staff who have been taken to hospital.
- The management team will notify the member of staff attending the hospital with the child or staff of any information about any allergies as well as providing them with parental permission for any emergency treatment to be given.
- The management team will ensure suitable arrangements for the safe return of remaining staff and children to the nursery are not affected.

Child Going Missing on an Outing

This describes what to do when staffs have taken a small group on an outing, leaving the Nursery Manager (Emma Taylor) and/or other staff back in the nursery. If Emma Taylor (Nursery Manager) has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole settings outing may be a little different, as parents/guardian usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- Emma Taylor (Nursery Manager) or Kerry Allen (Deputy Nursery Manager) is contacted immediately and the incident is reported.
- Emma Taylor (Nursery Manager) or Kerry Allen (Deputy Nursery Manager) contacts the police and reports the child as missing.
- Emma Taylor (Nursery Manager) or Kerry Allen (Deputy Nursery Manager) contacts the parent/guardian, who makes their way to the nursery or outing venue as agreed. The nursery is advised as the best place, as by the time the parent/guardian arrives, the child may have been returned to the nursery.
- Staffs take the remaining children back to the nursery.
- In an indoor venue, the staffs contact the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader, or designated staff member may be advised by the police to stay at the venue until they arrive.

The Investigation

- Staff keep calm and do not let the other children become anxious or worried.
- Emma Taylor (Nursery Manager) / Kerry Allen (Deputy Manager) and/or Rachel/Nick Whitley (owners) will speak with the parent(s)/guardian(s).
- Emma Taylor (Nursery Manager) / Kerry Allen (Deputy Manager) and/or Rachel/Nick Whitley (owners) will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- *The key person/staff member writes an incident report detailing:*
 - The date and time of the report.

- What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, which include interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

The incident must be recorded on an incident report form as it occurs, or as soon as possible after. OFSTED will need to be notified in writing of this incident as soon as reasonably possible, if not within 14 days of the incident.

For more information please see our 'Missing child policy'.

The following must be taken on ANY outing or trip:

- First aid kit
- Contact numbers for children and staff
- Accident forms and pen
- A working mobile phone (leave number and contact numbers for the venue at the nursery). However photos must not be taken on mobile camera phones.
- Money for emergency phone calls
- Buggies must be clearly labelled with Monty's Daycare contact details.
- Refreshments for children as necessary.
- Any other items you think useful (e.g. Sun cream, nappies, wipes, camera etc).
- A copy of the relevant route plan and risk assessment.
- A copy of dietary requirements and allergy lists for the children going on the outing or trip.

This Policy was revised at meeting on the 16th April 2015. Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.

(Policy will be revised during the month of April 2016).