

# Happy Faces preschool 09-09-2015

## Outings

### Policy statement

**At Happy Faces our priority for trips and outings is the health and safety of our children.**

Rationale: Trips and outings should support the development and learning that takes place within the Preschool. Outings provide important opportunities for learning and are an essential part of a child's experience. When taking the children out of the centre grounds staff must ensure their safety at all times. It is the Manager's responsibility to give permission for outings to take place, having first checked all arrangements and completed formal risk assessment forms.

### Guidelines for Visits and Outings:

- Practitioner must be sensitive to children's religious/beliefs in selecting places to visit
- Children must be carefully supervised at all times
- Any volunteers or staff that are not police checked must remain with a permanent member of staff
- A first aid kit must be taken
- A mobile phone must be taken and the number left at the Preschool for ease of contact in an emergency
- A register must be taken on the trip. This must include all emergency contact details and details of any allergies/medical conditions and dietary requirements.
- A Level 3 qualified member of staff must always accompany the children on outings.
- Extra items that might be needed for outings – nappy changing kits, toilet rolls, tissues, sick bags, refuse sacks, disposable gloves, sun cream and hats, refreshments.
- Practitioners must always accompany a child into public toilets

The manager is responsible for knowing the whereabouts of every child and all staff involved in the trip. Clear arrangements must be in place should any child become separated from the group. The practitioner must take responsibility for specific children, preferably for those for whom they are the key worker. Changes to this must be explicitly acknowledged by the staff concerned. The practitioner must refer to the child registration forms to ensure that parents/carers have:

- Given their consent for their child to participate in outings
- Given their consent for sun block to be administered in hot weather

### Staff to Child Ratios

Ratios of staff to children undertaking an outing must be agreed and set out on the Trip Proposal Form. The recommended ratios must never fall below those stated in the Early Years Foundation Stage and for most outings should exceed these minimum requirements. A minimum of 2 staff should accompany each trip. If a child has a physical disability/emotional needs a 1:1 ratio may be required. A minimum of 50% of staff must hold a qualification in child-care and/or early years experience.

### Preparation for Outings and Risk Assessments

Prior to an outing; staff must undertake a risk assessment (this is required by law) which will

include:

- Purpose of outing
- Destination, route and method of travel
- Children's individual needs, which should include their ability to be cooperative and comply with practitioners wishes in order to keep all children safe and free from harm.
- For local outings the risk assessment will assess the required adult: child ratio, to determine whether it is appropriate to exceed the normal ratio requirements.
- For full day trips a higher staffing ratio is required.

Parents/carers must be given full written details about the outing in advance before consent is given. This must include:

- Type of activity
- Date, time of departure and return
- Destination and method of transport
- Anything children are required to bring
- Costs
- Contact name and telephone number for emergencies

Parents should be encouraged to join outings and accompany their child. In such circumstances it is not necessary to include that child in the ratios assessment.

### **In case of transport breakdown**

If the transport being used breaks down the Manager needs to be notified immediately.

The children's safety and security are the prime considerations at all times.

If a coach or minibus is used it must have appropriate seatbelts, harnesses and car seats. Staff must take responsibility for adjusting these to fit each child. Staff or private cars may not be used unless insured for that purpose. If using public transport, coaches or minibuses, staff should try to avoid peak travelling times. Routes and timetables must be checked in advance. Practitioners must be aware of danger points such as beginning and end of journeys, crossing roads, getting on and off transport. Where appropriate, ensure children and helpers are aware of road safety procedures.

### **Lost Children on Outings**

Regular head counts are carried out on children throughout the outing. (On long trips an hourly head count is done by the most senior member of staff)

In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer 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.
- The setting manager is contacted immediately (if not on the outing) and the incident is recorded.
- The setting manager contacts the police and reports the child as missing.
- The setting manager contacts the parent, who makes their way to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

- The setting manger contacts the chairperson and reports the incident. The chairperson comes to the setting immediately to carry out an investigation, with the management committee, (where appropriate).
- The setting manager or member of staff may be advised by the police to stay at the venue until they arrive.

**Short Visits**

When registering the child with the centre the parent/carer will be asked to sign a visit consent form. This form covers visits that meet all the following criteria:

- No public transport will be used
- The outing will mean the children are away from the centre for no longer than one and a half hours
- The children will return before the usual collection time
- A minimum of 2 staff will be present
- A basic first aid kit
- The Manager must give permission for all outings short or long and must keep a copy of the risk assessment. All trips must be recorded in 'The Outings Book' before a member of staff takes a child outside of the centre. The Outings Book must record:
  - Name(s) of staff
  - Name of children
  - Which practitioner is responsible for each child
  - Date of outing
  - Destination
  - Purpose of outing
  - Time of departure and return
  - Confirmation that staff have checked that parents have given written permission for spontaneous outings

This should be checked for accuracy on day of trip. Mobile phone details of at least two members of staff on the trip should also be confirmed. The Manager should ensure that the trip is appropriate for the proposed age range and is accessible for children with disabilities.

This policy was adopted on 09/09/2015

Date to be reviewed \_\_\_\_\_  
09/09/2016

Manager's signature

Manager's name \_\_\_\_\_  
Diana André

Chairperson's signature

Chairperson's name \_\_\_\_\_  
\_\_\_\_\_

