

## OUTINGS

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

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific forms before major outings.
- A risk assessment is carried out before any outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- 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 unauthorized access to children.
- Outings are recorded in an outings record book kept in the setting stating:
  - ❖ The date and time of outing
  - ❖ The venue
  - ❖ Names of staff assigned to named children.
  - ❖ At least two members of Staff take a mobile phone on outings, and a mini first aid pack. 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.
  - ❖ Members of Staff take a list of children with them with contact numbers of parents/carers.
  - ❖ Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
  - ❖ Whilst keeping to our adult:child ratio a minimum of two staff should accompany children on outings, of which one must hold a First aid certificate; and a minimum of two staff members, of which one must hold a First aid certificate and a level 3 childcare qualification, should remain behind with the rest of the children.

## **Procedures For a Lost Child on an Outing**

On whole-school outings, parents are usually in attendance and are responsible for their own children. When a designated person is responsible for a child, the following procedure will take place.

- 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.
- The Pre-school Manager is contacted immediately and the incident is reported.
- The Pre-school Manager contacts the parent, who makes their way to the Pre-school or outing venue as agreed with the Pre-school Manager.
- Members of staff take the remaining children back to the setting.
- In an indoor venue, a member of staff would contact the venue's security who will conduct a search and contact the police if the child is not found.
- The Pre-school Manager contacts the Chairperson and reports the incident. The Chairperson, with the Management Committee carries out an investigation and may come to the Pre-school immediately.
- The Pre-school Manager or the designated staff member may be advised by the police to stay at the venue until they arrive.

### The investigation

- Staff members keep calm and ensure other children do not become anxious or worried.
- The Pre-school Manager together with the Chairperson or representative from the Management Committee speaks to parents.
- The Chairperson and Management Committee, carry out a full investigation taking written statements from all the staff 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 member who was responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group/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, including interviewing members of 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 Reporting of Accidents and Incidents); 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.

### **Outings to the Local Shops**

The Pre-school is situated on the Marlow Bottom Road. The variety of shops across the road provide the children with opportunities to explore various topics they have been studying, i.e. different foods, what happens at the Post Office, looking after animals.

To extend the children's learning of the curriculum, children may accompany a minimum of two members of staff to visit the shops. On these outings the following guidelines apply:

- Ratio is 1 (one) adult to maximum 3 children. (Minimum of 2 staff.)
- Children are taught to observe and practice road safety.
- An outing may only take place providing ratios of 1:4 for under 3 years and 1:8 for 3-5 years are maintained for the remaining children at pre-school.

### **Forest School**

Refer to Forest School hand book for all policies and procedures relating to children attending the Forest school sessions.

### **Pre-school Day Out.**

The Committee is responsible for organizing a summer excursion. On these occasions, parents accompany their own child/children and are responsible for transportation to/from the venue. Whilst Pre-school staff may accompany both parents and children on these outings, they do not have any children in their care and are not therefore responsible for their welfare.

This Policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO

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