

## Outings Policy and Procedure

(Setting name) 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 has been adopted by (setting name)*

*Signed on behalf of the setting by:*

*Chairperson/owner (delete as appropriate).....*

*Secretary/manager (delete as appropriate).....*

Date:

Review Date: