



# Bowes Pre-School & Holiday Club

## 1.7 Outings Policy

At Bowes Pre-school and Holiday Club we aim to ensure that all children and their parents/carers/guardians will be offered a safe and stimulating environment within which children can flourish.

Visits and outings compliment activities and provide enriching experiences for children. When any visit or outing takes place, the safety of the child remains paramount.

### Procedures

- Prior to a visit or outing, a member of staff will endeavour to carry out a proposed visit of the site, taking into consideration the journey and form of transportation involved. If a prior visit is not possible, then a request will be made to the venue for the relevant information and risk assessment statements. Risk assessments will be shared with parents prior to visit or outing
- Where possible children will be involved in the planning of a visit or outing
- Prior to outing staff will be given a key group of children, and children will be made aware of which adult they need to stay with. 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.
- A First aider must be present at all times during the outing
- Information regarding children's contact numbers, allergies, etc. must also be taken
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing
- Drinks and snacks must be provided at similar times to those in Pre-school, and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day
- All children should have spare clothing
- A supply of nappies should be taken and it should be established prior to the outing that there will be changing facilities available

### Parental Consent

Prior to the visit or outing, if it is outside the local area, an outings consent form will be sent to parents/carers/guardians, giving detailed information about the proposed event, including a programme of activities, costs involved, journey details and method of transport.

Photocopies of the signed Outings consent form will be taken on the visit and the original signed form will remain in the child's file.

Parents/carers/guardians have the absolute right to withhold consent for a proposed visit or outing, and any child without a signed consent form will not be able to participate.

Parents/Carers/Guardians will be asked to complete an annual blanket consent form to enable children to take part in short visits, within the local area, that do not require transport. For example, a walk around the village, to the park, etc

## **Throughout the visit or outing**

- The staffing ratios for visits will be raised, and will be no more than 2 children to 1 adult for children under 3 years, and 3 children to 1 adult for children over 3 years.
- Children will remain under close supervision of a designated adult at all times
- A register will be taken at the beginning, middle and end of the visit with regular head counts in-between
- A list of all members of staff and children participating in the visit, with contact numbers, will be left with the school secretary at Bowes Hutchinson School.
- Fully charged Pre-school mobile phone will be carried by a member of staff
- A first aid kit and any prescribed children's medication will be taken on the outing

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.

## **In case of transport breakdown**

If the transport being used breaks down the Manager needs to notify parents/carers/guardians 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 will take the remaining children back to the setting.
- In an indoor venue, the staff are to contact the venue's security who will handle the search and contact the police if the child is not found.
- The setting manager 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.
- The Manager will complete an incident report

**Legal Framework**

- Children Act (1989, 2004)
- Protection of children Act
- The Children Act (Every child Matters) 2004

**Further Guidance**

- Statutory Framework for the EYFS 2014 – Section 3.65 & 3.66, Page 29

Policies & Procedures are fully supported by the manager committee, parents/carers and guardians of Bowes Pre-School

Signed:- ..... (Chairperson)

Print Name:-.....

Date:-.....

Signed:-..... (Manager)

Print Name:-.....

Date:-.....

Date to be reviewed:-.....