

## **Outings and Visits Out of the Setting Policy**

### **including Transportation for Outings**

Stepping Stones Pre-School recognises the importance of outings for children to enhance their learning experiences. To ensure children are kept safe on outings and visits, all staff and volunteers are made aware of and follow the procedures below.

Outings are always made available to all the children who attend and will only take place as long as all the children are able to access their normal session. In practice this may mean keeping the pre-school open and maintaining the statutory adult to child ratios, keeping to the normal opening and closing times or running more than one outing.

#### **Consent and risk assessment**

- Parents sign a general consent form on registration for their children to be taken out as a part of the daily activities of the setting. (For example: the hall or other areas of school).
- Specific consent is requested for all other outings.
- Children and adults on medication and care plans are identified and a risk assessment carried out if necessary.
- Children with additional needs identified and a risk assessment carried out if necessary.
- A risk assessment is carried out on the venue before an outing takes place, which is made available for all parents/carers to see.
- The risk assessment needs to be reviewed EACH time the venue is visited.
- As part of the risk assessment an emergency meeting point must be identified.
- A risk assessment is carried out on the journey if undertaken on foot.

#### **IMPORTANT**

**If undertaking a journey on foot, consider the risk of hand holding. Hand holding is not a safe form of physical restraint and if a child is identified as being liable to run off then this would not be a safe way of transporting that child and another form of transport would need to be considered.**

#### **Staffing & Ratios**

On outings we maintain a ratio of **1 adult to 2 children**. Therefore extra staff, parents/carers and volunteers should be brought in to help, bearing in mind that parents and volunteers cannot be left alone with a child.

- There should be a designated First Aider for the whole group and a designated group leader for the whole outing.
- Each adult should be assigned two named children and assigned to a group, each group assigned at least one first aid trained member of staff and each group assigned a buddy group.
- It is best practice for the entire outing to stay together, but if this is not practicable than groups should stay with their buddy group.

- It is the responsibility of the staff to ensure that the children in their group are individually supervised, that no child goes astray and that they do not leave their group unsupervised.
- Siblings of children who attend Stepping Stones can attend organised outings, but must be included in ratios and remain the sole responsibility of their parent or carer.
- All staff, volunteers and parents/ carers attending the outing need to be informed of:
  - Missing child procedures
  - Emergency procedures in case of an accident
  - Emergency meeting point
  - Mobile phone policy
  - Toileting policy
  - Itinerary

### Transportation

It is our policy to only use chauffeured hire transport and not private vehicles.

- When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Pre-School Leader.
- If a vehicle is used for outings the following procedure will be followed:
  - Ensure that written consent has been obtained from all parents/carers.
  - Ensure vehicles fitted with seat belts, child seats, booster seats and airbags are used correctly.
  - Parents/carers to provide their own safety seats and that they are installed correctly.
  - Ensure the maximum seating is not exceeded.
  - All children will be accompanied by staff members.
  - No child will be left in a vehicle unattended.
  - Care and attention will be taken when getting in or out of a vehicle. Where possible, the vehicle should be parked away from busy roads and children should enter and exit on the pavement side.

### Toileting

- Parents/ carers can take their own children to the toilet, but no one else and must inform their group leader when doing so.
- In the event that a child needs changing or the toilet the group leaders should alert their buddy group so that their group is not left unsupervised and another member of staff is aware of what they are doing.
- The **Intimate Care Log** should be recorded in the normal way.

### Records

On an **Outings Record** the following need to be recorded:

- The date and time of the outing.
- Time of return.
- The venue and mode of transport.
- Names of staff, parents and volunteers assigned to named children.

- Group leaders, groups and buddy groups.
- Group first aider.
- Group leader.
- Risk assessments carried out.

### **Essential equipment**

This will vary according to the nature of the outing, but will always include the following:

- First Aid kit
- The setting's mobile phone
- Copies of risk assessments
- Intimate Care Log
- Medication and medication records (if applicable)
- Spare clothing
- List of children and adults
- Emergency Contact Numbers

### **Additional Equipment that may be required**

- Walking rope
- Bucket and paper towels
- Sand
- Plastic bags
- Hi viz jackets or lanyards for the children and adults
- Water

### **Mobile phones, cameras or other recording devices**

- All parents/carers, staff and volunteers must be informed that they cannot bring mobile phones, cameras or other devices on the outing.
- The Pre-School Leader or senior staff member leading the outing will carry the setting's mobile phone and camera.
- Photographs will be taken during the course of the outing and put in the children's learning stories or displayed at the setting.
- The Pre-School Leader can give out the number for the setting mobile phone as a contact if necessary.

### **Cost**

Some outings will, due to the venue or the nature or the transport, incur a cost. However, as we would not wish for any child to be excluded from an outing for financial reasons, parents are asked for a voluntary contribution and are informed that they may speak in confidence to the Pre-School Leader or the Chair/Treasurer of the Committee.

We will always get three quotes for any hire transport.

## **Emergency Procedures**

### **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 by alerting their buddy group.
- Call an ambulance if one is required.
- Inform the Pre-School Leader or Deputy Leader and Chair about the accident.
- Contact the parents/carers 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 Incident (RIDDOR) book.
- In the case of any serious incident or accident/injury OFSTED and the Health and Safety Executive (RIDDOR) will be informed as detailed in the Managing Accidents and Incidents Policy.

### **In the event of a child being lost**

- The Pre-School Leader, Deputy Leader or Outing Leader 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 are maintained.
- Staff will be deployed to search the immediate area and required to report back after a set interval.
- The manager will contact personnel at the venue to alert them that a child is missing and their own procedures need to be put in 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 on the situation.
- In the case of a missing child OFSTED will be informed and recorded in the Incident Book.