## Outings Policy and Procedure

Beckside Preschool & Nursery 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.
- A debriefing meeting takes place after the outing to discuss any actions needed too ensure the safety of the children if that particular trip or outing is planned again in the future. (this could be new road works on the school walking bus)

**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 on the day
- An online parental consent form will be completed which covers offsite activities
- Essential records carried at all times
- Telephone contact details for each child will be provided to each group leader.
- 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 polices to be referred to.
- Medication (if applicable).
- Spare clothing.

- Plastic bags.
- 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.
- Note pad to record any further or unexpected risks which can be reported on back at the setting

**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.
- Depending on the nature/outcome of the accident -call an ambulance
- Inform personnel at the venue if applicable
- Inform the owner/ manager 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, LSCP and RIDDOR will be informed.

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

- The owner/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.
- If the child is not found following a search of the immediate areas, the police will be informed,
- 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.
- Parents/carers of the missing child will be contacted and informed of the situation in a clear, calm and concise manner as soon as is practically possible
- 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 Ofsted will be informed.

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**Review Frequency:** Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures