



Outings Policy and Procedure

St Helen's Pre-School 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 are included
- A first aider will be in attendance that has a current paediatric first aid certificate
- A written risk assessment will be completed prior to the outing and this will be discussed in detail with all staff involved in the outing to ensure that everyone understands it
- Where the outing is a regular event the written risk assessment will be reviewed
- Regular head counts are conducted throughout the day
- No child will ever be left unattended in a vehicle or elsewhere
- 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. register, medical forms and emergency contact details.
- A debriefing meeting takes place after the outing to discuss any actions needed to 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
- Written parental permission will be obtained
- Telephone contact details for each child will be provided to each group leader
- Essential records carried at all times
- A named first aider will be assigned with a first aid box with appropriate content
- An emergency meeting point will be established and made known to everyone on arrival

Essential equipment will be taken and will 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 will 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 Pre-School

Emergency Procedure

In the event of an accident staff will:

- Administer first aid as 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 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
- Record the accident incident as soon as is practically possible
- In the case of any serious accident or injury, Ofsted, LCSB and RIDDOR will be informed

In the event of a missing child during the outing:

- The manager or senior staff member on the outing will be informed as soon as it is realised that a child is missing.
- All 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 area, 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, 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 policy will be referred to and followed.

In the case of a critical incident occurring during any outing the staff team will observe any trauma suffered by staff, children or volunteers and refer to the relevant counselling agencies for support.

This policy has been adopted by St Helen's Pre-School

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Signed on behalf of the setting by:

.....Chairperson on behalf of St Helen's Committee

..... Manager

Date: August 2017

Review Date: August 2018