



# Outings Policy

**Arrangements for Review:**

**Gaynor O'Sullivan** is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in July 2010 and will be reviewed in **September 2011**

## **Policy Context:**

Outings provide an opportunity for children and adults to get to know their local environment and to share in active learning experiences which can enhance many areas of children's learning. Seashells is committed to working with parents/carers to ensure that these outings are conducted in a safe and co-ordinated manner and that appropriate supervision is in place at all times.

This policy is linked to our centre policies on Behaviour, First Aid, Partnership with Parents/Carers, Medication, Missing Child and Equality and Diversity.

## **Aims:**

The aim of this policy is to ensure the well-being and safety of staff, parents/carers and/or children during an outing with Seashells Children's Centre and Sheerness Neighbourhood Nursery.

### **1. Booking Forms**

- Parents/carers will be given details about the proposed trip in advance, together with any equipment/clothing needed for this trip (e.g. wellies, packed lunch, sun protection etc) and proposed transport arrangements. This information can be provided in a variety of forms – by letter, on a notice board, verbally when parents/carers are at the centre, or via a telephone call to ensure equality of opportunity.
- Parents/carers of all Nursery children sign a generic form at enrolment for their child to go on local, walking outings. In the case of an outing needing transport a specially prepared form is signed by parents/carers.
- If there are any difficulties for the family in reading or understanding the booking form, support should be given by centre staff as far as possible (i.e. reading the form aloud and assisting with completing the form).
- A booking fee of £2.50 per adult is charged. This will be refunded on the day to all who attend. In case of cancellation at least one week's notice is required. Where Seashells subsidises entry fees to any venue, a higher deposit may be charged depending on the fee payable

### **2. Risk Assessments and Planning**

A risk assessment must be carried out before any outings take place and before the outing is promoted to parents/carers and children. This should be conducted and recorded by the person who will take lead responsibility on the outing, with a countersignature from the Centre Manager.

The risk assessment should consider:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?

- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The following points should be taken into account in the risk assessment:

- The type of outing/activity and the level at which it is being undertaken
- Safe walking routes for children
- Transport arrangements
- The competence, experience and qualifications of staff supervising
- Maintaining appropriate ratios of staff and parents/carers to children dependant on the age of the children and nature of the activity
- The age of the children involved and the suitability of the activity
- The special educational or medical needs of pupils
- The quality and suitability of any equipment involved
- Seasonal conditions, weather and timing
- Emergency procedures and first aid provision
- How to cope if a child becomes unable or unwilling to continue
- The need to monitor the risks throughout the visit
- Evacuation procedures will be set by the outing destination – this information should be gathered as part of the risk assessment

Other considerations (not part of the risk assessment) to remember when planning the outing should include:

- Whether there is adequate privacy available for toileting and any administration of medication
- Safe place for children to eat, eg a packed lunch area
- One staff member will be designated as the leader. Clear **roles and responsibilities** should be set out for all adults involved in the outing, including the leader, supporting staff, and parents/carers taking part
- All staff/child ratios must be adhered to for Nursery trips
- If at all possible a visit to the outing destination will take place prior to the outing to assess any potential risks by a competent person. In addition to the pre-visit, the outing leader should continually assess risks as they emerge on the day.

### **Roles and responsibilities:**

**The outing leader or designated member of staff will:**

- Take a register of adults and children on the outing before departing for the outing and before the return to the centre, with as many headcounts in between as are deemed necessary. A copy of the register will be left with the centre or Nursery reception for emergency contact if needed.
- Ensure that parents/carers supervise their children throughout the outing
- Take with them emergency contact details of staff.

- Take with them emergency contact details of children for Nursery trips
- Have any necessary medical details of staff/parents/children and signed permission to administer medication for Nursery children (see Medication policy)
- Carry a charged work mobile with them in case of an emergency. The outings leader should contact the centre in the first instance.
- Ensure that a qualified first aider (with relevant paediatric training) is present during each outing. Parents/carers should be informed of who this is prior to departing. The first aider is responsible for taking the First Aid Kit with them on the trip
- Take the lead in event of an emergency, calling emergency services where necessary, putting in place planned emergency procedures, and making contact with the centre to alert them to what had happened,
- Ensure that safety measures are followed when using buses/coaches
- Ensure procedures are followed should a child go missing when in Nursery care or parents/carers are not present (see Appendix 2)
- Advise the group of the pre-designated meeting points and times the party should assemble. These must be strictly adhered to.

**Supporting staff will:**

- Maintain vigilance over children and parents/carers to ensure their well-being and safety, during the journey to and from the centre and throughout the visit
- Ensure that children where appropriate (e.g. roads or near water) hold hands with an adult whilst walking. If the group splits up, ensure that systems for staying place are in place
- Adhere to pre-designated meeting points and times when the party should assemble
- Maintain appropriate staffing ratios to supervise throughout the outing
- Support the outing leader in taking head counts

**Parents/carers attending the trip with their children should be informed that:**

- When parents/carers attend a trip with their child they are responsible for their own children and any looked after children. This includes supervising their children when getting on and off transport. If they require any assistance they are to inform a member of staff beforehand. This will be clearly explained before departing for the outing destination
- Parents/carers attending the trip should be briefed at the start about the proposed arrangements for the trip, acceptable behaviour etc

**Bus/Coach travel:**

The outing leader will ensure

- That coaches/minibuses are hired from reputable companies and that they are fitted with sufficient numbers of safety restraints appropriate to the children carried
- The maximum seating is not exceeded
- All children are seated with their parent/carer
- No child will be left in the bus unattended
- Care is taken when getting in or out of a bus (this should be included in the risk assessment). Where possible the bus will park away from busy roads and children will enter and exit on the pavement side.

- Ensure seat belts are fastened where available. Children should not travel on adults laps under any circumstances.

### **Procedures If A Child Goes Missing On An Outing**

- As soon as it is noticed that a child is missing, staff check with all parents/carers wherever possible 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 outing leader contacts the Seashells duty manager to report the incident.
- The outing leader contacts the police to report the child as missing and waits for police advice
- Where applicable the outing leader should contact the venue's security to assist with the search.
- If parents are not accompanying the child, the duty manager will keep parents/carers informed (see Missing Child Policy).

### *The investigation*

- The outing leader carries out a full investigation and writes an incident report detailing:
  - The name of the missing child
  - The date and time of the report.
  - Which staff, children and parents/carers were with the child at the time
  - When the child was last seen
  - What has taken place since the child went missing
  - Estimated time that the child went missing
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation - including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted will be informed
- The insurance provider will be informed

### **Police involvement and following procedures:**

- As soon as the police arrive a member of staff will liaise with them to assist with their search.
- Staff will ensure other children and families are kept safe and reassured and if offsite return to Seashells leaving one member with details to liaise with the Police.
- Involved staff will write a report, signed and dated. A copy of this will be sent to the parents/carers, and Ofsted (if relevant).
- Following this a risk assessments will be carried out within 1 working day of the incident.

### **Contingency Plan in case of injury or sickness**

- The outing leader should assess the injured person and their need for treatment. First Aid should be given. If an ambulance is necessary it should be called immediately and the emergency contact should be informed if the adult is unable to do it themselves. The Seashells duty manager should be notified as soon as possible.
- In case of injury to an unaccompanied child the outing leader should assess the injured child and their need for treatment. First Aid should be given. If an ambulance is necessary it should be called immediately. The nursery and the parent/carer should be informed and an adult delegated to accompany the child. After checking the ratio, a decision will be made as to whether or not to continue the planned visit. Another adult will be found to join the group to continue the visit if possible.

### **Arrangement for complaints**

These are defined in the Seashells complaints policy.

Outings Booking Form

Sheerness Children and Families Centre

Trip to:

On: (date)

Times

Family details

Child 1 ..... Age ..... Child Seat Y/N

Child 2 ..... Age ..... Child Seat Y/N

Adult 1 .....

Adult 2 .....

Contact Number ..... Post code .....

Emergency contact: Name: ..... Phone number: .....

Please give details of any medical conditions and medication .....

.....

Please give details of any allergies .....

Booking fee A booking fee of £2.50 per adult is payable. This will be refunded on the day to all who attend. In case of cancellation at least one week's notice is required.

Amount paid: £ .....

**PLEASE NOTE THAT CHILDREN REMAIN THE RESPONSIBILITY OF THEIR PARENTS/CARERS AT ALL TIMES**

Parent/Carer signature..... Date: .....

Print Name .....

Seashells signature ..... Date: .....

Print Name .....

