



OUTINGS AND SPECIAL EVENTS POLICY

- As part of our curriculum planning and in order to offer additional learning experiences, we may occasionally want to take the children off the premises. When undertaking such outings every care will be taken in the planning and organisation for the safety and welfare of the children. Adult child ratio needs will be assessed for each outing and adjustments made. However, in general parents are invited to all outings and a one adult to child ratio is usually achieved.
- We sometimes take the children on country walks. We obtain parental permission for these impromptu outings when children join the setting.
- We regularly count the number of children in our care in order to ensure no child is missing.
- A risk assessment will be made by the outing supervisors prior to the visit and necessary steps taken to minimise risks and hazards. This may not necessarily be documented.
- Parents and other adults will be encouraged to join us in order to have a ratio of one adult to two children.
- Outings may have to be cancelled if sufficient help is not available.
- Behaviour and safety whilst on an outing will be discussed during circle time and adults will be advised on their responsibilities for the outing.
- Where animals are involved in the outing children will be expected to wash their hands after touching.
- A mobile phone, camera, first aid kit, personal details folder and any prescribed medication will accompany the group. Children will be carefully supervised throughout the visit. Camera and phone will be checked at the end of the outing to ensure no inappropriate photos have been taken.
- At least one person who holds a Paediatric First Aid Certificate will accompany the children on outings.
- Car insurance and MOTs will be checked for business use if a member of staff has to transport children.
- Details of the destination and emergency contact number will be issued to all parents of children involved.



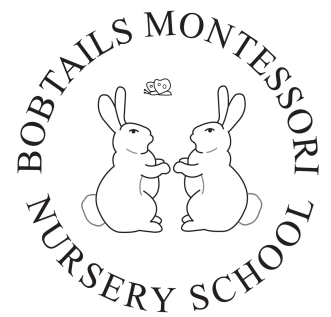


- Written parental permission for children to take part in outings will be required.
- Written lists of all children and adults on the visit, together with emergency contact details will be taken by the supervising adult.
- When parents have been invited to attend a production by the children, the safety of the children will be of prime importance.
- Parents will not be allowed to enter the hall until the children are safely seated away from the main door.
- The internal safety gate will be closed during the performance.
- Once the show is over one adult will stand at the exit door to ensure that children cannot leave the premises unescorted.
- Once children have been handed over to their parents they assume full responsibility for their safety.

Procedure for a Child Lost on an Outing

- At the start of the outing children will be told to approach a uniformed adult or an adult with children if they find themselves separated from the group.
- If a child goes missing all other children will be asked to sit on the ground with a supervising adult.
- All adults will be informed immediately
- An immediate search of the area will take place
- On site security will be notified and a description of the child will be given
- Should the child not be found the police will be notified





- The child's parents will be notified by the outing supervisor if the child is missing for more than 15 minutes
- If a child has been lost on an outing without parents, the supervisor will remain at the site looking for the child and will be the liaison person with the police and parents.
- Other members of staff will escort the other children back to the nursery
- Any incidents must be recorded in writing and Ofsted informed

