



OUTINGS AND VISITS POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Liz Fellman/Gosia Rumsey
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	September 2010

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	September 2009	Checked against PSLA guidelines
1.1	October 2009	Minor changes

Statement of intent

Lydiard Millicent Pre-School believes that children benefit from being taken out of the setting to go on visits or trips to suitable venues for activities that enhance their learning experiences. We have procedures to keep children safe on outings and all staff and volunteers are aware of and follow these procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Procedures

- A risk assessment is carried out before an outing takes place, which includes travel arrangements as well as the location to be visited
- All venue risk assessments are made available for parents to see.
- A letter will be sent to all parents/carers giving them relevant information for the outing.
- Parents/carers will be asked to sign specific consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff/volunteers to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff will take a mobile phone on outings (parents are advised of the mobile phone number) and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff will take a list of children with them with contact numbers of parents/carers, together with any medical forms, allergy advice and essential medical items such as inhalers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- If coach travel is part of the outing, the number of people on the coach will be counted and double-checked before leaving.
- Staff and volunteers with mobile phones will exchange phone numbers to make contact easier
- A meeting point will be agreed at each outing venue, so that any individuals becoming separated from the group can easily rejoin the main group

- The Pre-school will remain open on days when an outing is organised. At least 2 staff members will remain at the Pre-school, to continue to offer Pre-school sessions for children who are not going on the outing.

If a child goes missing on an outing

We minimise the risk of children getting lost on a Pre-school outing by ensuring that they are closely supervised at all times. Each child not accompanied by a parent or carer on the outing will have a member of staff or other appropriate adult allocated to them. Each adult will be allocated a maximum of two children.

- If a child is lost on the outing, the supervisor will instruct all adults and children to return to the agreed meeting point. A count will be taken to confirm who is present/missing. Adults will be asked to confirm when the child was last seen, what they were wearing, and what their mental state was (happy, unsettled, sad etc)
- The supervisor will dispatch staff (with mobile phones) to search for the missing child and alert officials at the venue that there is a missing child and follow their advice. Remaining staff and adults will be allocated additional children to supervise while the search is in progress
- If advised by officials at the venue, the police should be telephoned to report the situation and staff will follow their advice.
- The chairperson should be contacted to inform them of the situation and of the advice of venue officials and the police
- If the missing child's parents are not on the outing, the supervisor will telephone them to advise them of the situation
- Depending on the advice of the venue officials and police, the outing may continue along an agreed route while the search continues. All adults will be asked to look out for the child as the outing continues, whilst keeping the other children safe. Alternatively, the outing may be curtailed while the search continues. In this situation, a member of staff should remain at the venue to assist with the search and, if successful, to bring the child back.

If an investigation is required, the procedure laid out in the Lost Child Procedures will be followed.