

# Outings & Special Events Policy

The Statutory Framework for Early Years Foundation Stage (2012) says:

*'Children must be kept safe whilst on outings.'* (Section 3: 3.63: p25)

The section of the Childcare Register relating to this policy is: CR7.1

To ensure the safety of all persons involved when participating in a nursery outing or special event, the setting will adhere to the following points:

## **Notification**

- When an outing is undertaken then an Outing Permission Form (HS8.14b) must be completed and the outing authorised
- The Manager or Deputy Manager must always know where you are going, at what time and when you can be expected back
- A company or personal Mobile phone number should also be given in case of emergency
- Parents should always have given written permission for their child to go on the outing

## **Transport**

- All vehicles are fitted with seat belts
- All babies/small children must be sat in a car seat, it is also recommended that parents provide a booster seat for the older children
- A first-aid kit is situated inside the nursery mini-bus. For the other vehicles a mobile first-aid kit must be available
- The driver of the vehicles must hold a full driving licence, and must be over 21 years of age (25 for some vehicles)
- The driver must have completed a Drivers Annual Questionnaire
- All vehicles are fully insured and maintained according to the manufacturers guidelines
- The company ensures that all legal requirements are met
- We will follow the highway code at all times
- When staff use their own vehicle, checks will have been made that insurance is correct and up to date, and that the car has M.O.T and tax disc. (copy of M.O.T kept on file)

## **Ratios**

- The minimum ratio will always be met, and are as follows:

Under 2's	1-3
2-3years	1-4
3-5years	1-8
5-8years	1-8

The ratio followed is subject to a risk assessment done on each individual outing. The adult/child ratio may vary according to where it is we are going, and how we are getting there, but we will never exceed the numbers we are registered for. If the Risk Assessment shows higher ratios than 1:2 under 2's or 1:4 over 2's then the outing may not go ahead.

## **Provisions**

- There will be a qualified member of staff at all times
- There will be a qualified first-aider present at all times, and they will also wear a first-aid belt
- An emergency contact list is available and is the responsibility of the person in charge
- Any long or short-term medication for the children will be the responsibility of the person in charge
- A mobile phone will be at hand at all times
- Suitable nappy changing equipment will be taken, along with the appropriate protective clothing
- A bag containing tissues, plastic bags, spare clothes and drinks for the children will also be available
- A risk assessment is to be completed to assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratio

## **Missing Child Whilst on Outing**

If a child is thought to be missing then immediate action must be taken and procedures followed in order to relocate the child as quickly as possible. The following steps must be taken:

1. Upon noticing a child is missing the member of staff must alert the most senior person in their area to the situation
2. The senior must ensure that all the remaining children are adequately supervised and with the help from other available staff a search of the immediate area will take place.
3. If the child is not located within the first 10mins, then the senior should alert the appropriate authority on site to arrange a call out and a more thorough search.
4. If the child has not been located by this stage the following persons will be informed:
  - The Police and if appropriate other Emergency Services
  - The Nursery/Member of Management/Chief Executive
  - The Parent or Carer of the child
  - OFSTED and The Social Services Officer
5. The matter will then be pursued by these authorities as appropriate

The company must at all times be considerate of the child's needs and the parents feelings should such an incident occur. All members of staff must understand their duty under The Children Acts 1989, 2004, The Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 inasmuch that the welfare of the child remains paramount.

## **Outside Visitors/Entertainers**

Visitors will never be left alone with the children, and the following adult/child ratio will be followed and must be kept: Under 2's 1:3 / 2-3 years 1:4 / 3-8 years 1:8.