

Visits, Outings and Emergency Procedures

Little Pippins believes that visits and outings play an important and enriching role in the programme of activities and learning experiences that we provide for children. However, during such events, the safety of children remains paramount.

All off-site activity has a clearly identified educational purpose with specific learning and development outcomes.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Senior Practice Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Health & Safety Policy. This should include consideration of the journey, any transportation involved and the required adult to child ratio. If a prior visit is not possible, the Senior Practice Manager should obtain from the venue all relevant information and a risk assessment statement where available.

The Senior Practice Manager and all staff taking part in the outing sign off every risk assessment.

Little Pippins will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

Parent's consent for local outings is obtained on the Child Information and 'Permissions' form. A section is included asking for permission to take children on outings in close proximity to the Pre-school as part of our daily activities such as walks to the local farm, church, school or shop.

No less than two weeks before a proposed major visit or outing involving transport, Little Pippins will send a letter and the Visits and Outings Form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any additional costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

Any written outing risk assessments are made available for parents to see.

Parental consent is needed for all off-site visits and outings and also, where required, for a designated carer for their child on the trip. The Senior Practice Manager will take a photocopy of the signed Visits and Outings Forms in addition to the register on the trip while the original will be stored in our records.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be allowed to participate. In the case of whole preschool outings such as summer trip or Christmas party the preschool will not be open for alternative care.

During visits and outings

On general visits or outings, there will be at least 2 staff. The staff to child ratio will be at least 1:8 for children aged 3 and over and at least 1:4 for 2 year olds, subject to the nature of the activity and the risk assessment. Extra staff and/or parents will be recruited to achieve this.

During Induction visits to Harwell Primary School, the ratio will be 1:8 for the walk to school with at least 2 members of staff. The Manager (QTS or EYPS) may remain at the school alone to maintain the integrity of the visit. The ratio will then be at least 1:13.

During visits:

- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children
- On local visits and walks, we will provide children with hi-viz vests to wear.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adult to child ratio and have children allocated to them.
- The Senior Practice Manager will ensure that a full First Aid kit, an accident record book and a copy of our Lost or Uncollected Child policy is with the group, in compliance with the relevant provisions of the Health & Safety, and Health, Illness and Emergency policies. A suitably qualified First Aider will be identified for the outing.
- Extra drinks/water will be taken as will a potty if appropriate.
- A designated member of staff will take a mobile phone with contact numbers of parents/carers. The number will be circulated to all

parents/carers in advance of the visits and outings. The number will also be left at Little Pippins in case of an emergency.

- Staff apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff provide children with badges to wear that contain the name and setting telephone number – but not the name of the child.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.

A list of all members of staff and children participating in the visit or outing, along with the relevant mobile phone number, will be left with the Management Committee and/or “home” contact.

Sufficient staff or suitable adults to maintain child to adult ratios, an accident book, first aid kit and register will be left at the Pre-school with any children who remain behind.

Emergency Procedure

Emergency procedures will comply with Health & Safety, Health, Illness and Emergency, Safeguarding Children and Lost or Uncollected Child policies.

- All accidents and incidents will be recorded on an Accident/Incident Form immediately.
- A central meeting point will be identified by the outing leader and all staff, adults and children will be made aware of this point. In case of emergency, all persons on the outing will proceed to the central meeting point.
- The time limit of the search for a missing child or adult before involving authorities will be decided when planning the outing.

Major Accidents

- The First Aider will assess the situation and take appropriate action.
- An adult will be designated to contact the ambulance, appropriate authorities, child’s parents/carers or designated emergency contact if not already present.
- Adults will remain calm and comfort other children and if possible remove them from the scene.

Missing Child

If a child goes missing on a local outing, the procedures detailed in the Lost or Uncollected Child policy will be followed.

If a child goes missing on a major outing, the additional procedure is:

- One adult should go immediately to the previously arranged meeting point.
- If possible the remaining children should be grouped together in a safe environment, possibly the designated meeting point, whilst other adults go and search.
- Suitable help will be recruited from other sources to aid the search. Once the previously arranged time limit has elapsed without any sign of the missing child/adult, the appropriate authorities will be informed, the child's parents/carers will be contacted if not present and procedures in the Lost or Uncollected Child Policy will apply.

Minor Accidents

- The designated First Aider will take appropriate action for any minor injuries such as cuts, scrapes and stings.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 2nd July 2018

Signed on behalf of the Management Committee: *Vicky Lay*

Role of signatory: Chair

Review date: 2019

Related Policies

Health and Safety
Health Illness and Emergency
Lost or Uncollected Child