

## **Safety on Outings Policy**

Good planning is essential to a successful outing. Careful consideration will be given to ensure that the planned activity is appropriate to the culture, age and stage of the children. Children's safety and protection is a priority at all times. Prior to any outing we will seek consent from parents/carers for their child to take part in the outing. A risk assessment will be undertaken for each outing. This will confirm the exact arrangements for each outing, and how that specific outing will be managed.

There is a master risk assessment which all staff planning an outing will adapt for use for each specific outing, and arrangements put in place as a result of this will be shared with parents. These will usually include:

- Pre visit by staff member where possible.
- Provision for first aid facilities.
- Ratio of staff to children needed – this will be determined according to the ages and abilities of children to understand, and act upon instructions.
- How staff will be allocated to specific children.
- Responsibilities for head counts during the outing.
- Arrangements for briefing staff before the outing - staff will be reminded to be constantly vigilant in their supervision of the children, to minimise the risk of accidents or children being separated from the group.
- Arrangements for any extra helpers - additional adults participating in the outing will be allocated to groups. Adults who have not undergone an enhanced DBS check and who are not Children's Centre staff will not have supervisory responsibility for children and will not be left unattended with children.
- Who will have a mobile phone and emergency contact details.
- An emergency contact system – this will be a named person who will take on the role of the emergency contact within the Children's Centre, to receive and pass on messages.
- What paperwork needs to be completed before the outing.
- In the unlikely event of a child getting lost or going missing, the risk assessment will outline the procedure to be followed.

The risk assessment will also consider what might go wrong during an outing and how this will be dealt with – for example if transport fails to turn up.

**Please be aware that in the event a child sustains an injury or becomes unwell during the outing, the 'Accident, Illness and Medication Policy and Procedure' must be followed.**