

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 development of the children. Children's safety and protection is always a priority. 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 use when planning an 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 will be 1 adult to 2 children this will be the case for all age groups. SEND children may need 1-1 support
- 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, 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 and will adhere to the child missing at nursery policy.

The risk assessment will also consider what could potentially go wrong during an outing and how this will be dealt with – for example if transport fails to turn up or breaks down, illness or accident to staff member.

Please be aware that in the event a child sustains an injury or becomes unwell during the outing, the following policies will be followed:

- **accident & incident**
- **illness and medication**