

General Outings Policy

Statement of Intent

As part of our commitment to offer high quality play learning and development opportunities, we may on occasions take children for local walks, visits and day outs. Permission will be sought for each child to be included in such outings using the following methods.

Local walks

Parents/carers will be required to complete the outings section on the declaration of consent, which is included on the registration form. This will identify whether parents/carers give permission for their child to go on spontaneous local walks outside the crèche premises.

Where possible, staff will let parents/carers know in advance that their child will be attending a local walk/trip.

A local outings form must be completed beforehand by a member of staff to ensure the following.

- Public transport is not used unless prior permission has been sought from parents/carers.
- Short local walks and visits will not exceed 2 hours.
- A minimum of 2 staff will be present at all times.

A checklist will be completed to ensure:

- A person in charge is identified.
- 2 mobile phones (without cameras) are taken and available to keep lines of communication open.
- A basic first aid kit is taken.
- A list of attending children is compiled and information relating to any individual dietary, medical or educational needs is included.
- Any relevant resources such as spare clothes, nappies, drinks etc will be taken.

All local walks must be authorised by the Eduplay Manager/Deputy and a copy of the completed local outings form must be left on the crèche premises.

In the event of an emergency the Eduplay Manager/Deputy must be contacted immediately.

Day outings

For pre-planned days out, parents/carers will be required to give their consent in writing for each separate occasion.

A letter will be sent home with details of the date, times, method of transport and any resources needed in relation to the outing. The letter will include a return slip which parents/carers must complete to give their consent and will also remind them to ensure information on their child's registration form is up to date.

Consent slips will be checked and collated by the Eduplay Manager/Deputy prior to the outing to ensure permission has been given for all children due to attend. These will be attached to the day outings form.

A day outings form must be completed by the Eduplay Manager/Deputy to ensure the following takes place:

- Names and mobile contact numbers of staff attending are included to keep lines of communication open.
- Names and contact numbers of transport drivers are included. (Unless public transport is being used).
- A register is taken of children attending the trip, before setting off, at points throughout the day and again on arrival back at the centre.
- All children are wearing a badge and wrist strap with the contact number of the centre.
- We operate an adult to child ratio of 1:2 which is maintained and at least two members of staff are present at all times.
- Each adult assumes responsibility for the same child/ren throughout the trip.
- Regular head counts as deemed necessary take place throughout the trip.
- A designated person in charge is present, normally a senior member of staff (Manager, Deputy or a level 3 crèche worker) who will be first aid trained.
- We make provision for children with learning difficulties and/or disabilities, and those speaking English as an additional language to ensure that individual needs are met whilst on the outing e.g. by obtaining specific words in their first language, the use of pictures, photographs or signs to enhance their experiences whilst on the trip.
- Any incident/accident which occurs on the outing is recorded in writing.
- We inform Ofsted and/or local Health and Safety Executive of any serious incidents or accidents.
- Follow and maintain Eduplay's high standards of care and professionalism whilst on outings and trips.

A risk assessment will be carried out before each outing to ensure and staff will follow the specific procedures outlined below.

In case of a child going missing the Lost/Missing Child policy (Outings) will be followed.

Any incident in which a child has been missing/lost the Eduplay Manager/Deputy will review relevant policies and procedures and implement any changes and update risk assessments. Staff will be made aware of any changes as soon as possible; however this will be no later than 2 working days.

Use of vehicles for outings

When planning a trip or outing using vehicles, we will ensure that records of all vehicles and drivers, including driving licenses and business use insurance are checked by the Eduplay Manager/Deputy.

If a vehicle is used for outings the following procedure will be followed:

- Ensure that written consent has been obtained from all parents/carers.
- Ensure vehicles are fitted with seat belts, child seats, booster seats and airbags are used correctly.
- Ensure the maximum seating is not exceeded.

- All children will be accompanied by at least 2 staff members.
- No child will be left in a vehicle unattended.
- Care will be taken when getting in or out of a vehicle. Where possible the vehicle should be parked away from busy roads and children should enter and exit on the pavement side.

When registering a child for mobile crèche or MFC crèche services, the parent/carer must complete the outing section on the declaration of consent form for short local trips. A day outing consent form must be completed for each separate occasion.

