



**Outings Policy**  
**July 2019**  
**Review July 2022**

Acorn Childcare Centre (the Centre) recognises the benefits of trips and outings for children. They enhance the experiences offered and embrace the EYFS (Early Years Foundation Stage) standards and principles. Whilst undertaking trips and outings with the children we recognise the need for safety at all times.

It is the Policy of the Centre that:

- Equal opportunity exists for all children i.e. that children with disabilities and cultural requirements etc are included.
- That a staff member holding a paediatric first aid certificate will be in attendance.
- That risk assessments have been undertaken in advance of leaving the Centre buildings.
- That no child will ever be left unattended in a vehicle.
- That safety is maintained whilst children board or exit vehicles or whilst walking.
- There is access to a mobile phone by the whole group and by individual group leaders.
- That adult:child ratios are adhered to and will be exceeded according to circumstances.
- That essential record documentation is carried at all times for instance, registration documents, medical forms.

**At all times the following procedures will be carried out:**

- A risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue.
- Full details of the outing will be given to all parents.
- Written parental permission will be obtained.
- Telephone contact details for each group will be circulated along with relevant copies of policies for all volunteers.
- An emergency meeting point will be agreed and made known to everyone.
- Transport checks will be undertaken to include:
  - Correct insurance on private hire vehicles/coaches.
  - Records of vehicles and drivers including valid tax, licenses and MOT certificates are checked in advance.
  - Checks to ensure that contracted drivers or escorts have DBS/ISA forms if they have unsupervised access to children.
  - Harnesses, seat belts, booster seats and airbags are fitted where needed.
  - Maximum seating will not be exceeded.

### **Essential equipment will be taken and will include:**

- First aid kit
- Mobile telephone per group
- Copy of risk assessment
- Register
- Child records
- Accident/Incident log
- Medication
- Spare clothing
- Plastic bags
- Bucket and paper towels

### **Emergency Procedure**

#### ***In the event of an accident staff will:***

- Administer first aid if it is required whilst ensuring that the remaining children are supervised and ratios are maintained.
- Call an ambulance if one is required.
- Inform the Centre Manager about the accident.
- Complete a record log.
- Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- Inform Ofsted/RIDDOR in the case of serious accident/injury

#### ***In the event of a child being lost:***

- The Manager or senior staff member on the outing must be informed as soon as it is realised that a child is missing.
- The group will make their way to the agreed emergency meeting point.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensuring remaining staff/child ratios and safety of the children, staff will be deployed with mobile phones to search the immediate area.
- The Manager will contact personnel at the venue to alert them that a child is missing and their own procedures need be put into place.
- If the child is not located, parents/carers will be contacted and informed of the situation in a clear, calm, concise manner.
- The police will be contacted.
- If no immediate contact can be made with the parents, staff will use all emergency contacts until parents are made aware of the situation.
- Ofsted will be informed.
- The Missing Child Policy will be followed.