



Registered Charity No 1035670

Outings and Visits Policy

Beckley Preschool has the following arrangements in place for the care of Children when away from the registered premises.

The same standard of care and interaction with the children is expected of staff, volunteers and students on outings.

The staff's prime responsibility on outings is to ensure the safety of the children.

However, they will be expected to balance this responsibility with ensuring that children have the maximum opportunity to experience and explore new environments, to socialize and to have fun. We will inform Parents/Carers in advance about all outings, and ensure that all registration permission forms for outings have been completed, inform them of destination, means of transport, whether packed lunches are needed and time of departure and expected time of return.

The Preschool will also ensure:

- The adult/child ratio is 1:2.
- Named children are assigned to individual staff/committee/ helpers to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children. Helpers who have not got a current DBS will be accompanied by staff at all times.
- Sufficient and appropriate staff will be present to meet the type of activity being undertaken and to comply at least with minimum staffing ratios.
- We shall obtain written consent from Parents/Carers prior to children being taken off the registered premises.
- Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers.
- A risk assessment will be carried out prior to any off site activities.
- We shall ensure that if hired or public transport does not have appropriate seating restraints the Parents/Carers are informed prior to the outing so that they may decide whether or not they wish their child to participate.
- There are contingency plans in the event of an accident or inclement weather.
- We shall ensure that essential records of the children accompany the outing.
- We shall ensure that, when children are transported away from the premises, a first aid box is taken on the trip.
- We shall ensure that at least one mobile phone accompanies the outing.

As part of the structured day children may be given the opportunity to visit the local amenities such as the park. In order for your child to participate in these activities parents should sign the declaration on the registration form. Additional permission from Parents/Carers will be sort for any other excursions that will exceed more than two hours.

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Whilst on an outing

- Children should be encouraged to explore, investigate and be allowed to move to their own pace. Do not try to do too much and allow opportunities for play and rest.
- Encourage children to respect the environment by not picking or damaging plants, chasing wildlife or leaving litters, etc.
- Encourage children to treat animals sensitively and to be aware of their behaviour. Children should be supervised when handling animals and they should wash their hands afterwards,
- A suitable and safe place should be identified for refreshments and lunch either in or near a café and toilets.

On return we will ensure that

- Parents/Carers are informed of the events of the outing so they can be included in the experience. Inform Parents/Carers whether or not their child has slept, etc.
- Replace equipment used and complete any paperwork required e.g. accidents forms, as soon as possible.
- Use the opportunity to extend children's play and language, perhaps by preparing a display of photographs and other materials.

Procedures where a child is lost on an outing

If the Preschool's policies and procedures are being observed the likelihood of a child being lost is small. Very occasionally a child may become separated from the group on an outing or become lost. With careful planning and co-operative working amongst staff and volunteers, children should not be out of sight of an adult during an outing. Senior Staff on the outings should be aware of where children are at all times and do frequent mental 'head counts'. If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that the procedure is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The manager is contacted immediately and the incident is reported.
- The outings leader contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting or outing venue as agreed with the outings leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.
- The outings leader, or designated staff member may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff must keep calm and do not let the other children become anxious or worried.

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- The manager together with the chairperson or representative from the management committee speaks with the parent(s).
- The chairperson and management committee carry out a full investigation taking written statements from all the staff that were on the outing.
- The outings leader writes an incident report detailing:
 1. The date and time of the report.
 2. What staff/children were on the outing and the name of the staff/carer designated responsible for the missing child.
 3. When the child was last seen on the outing.
 4. What has taken place on the outing since the child went missing.
 5. The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the manager and the other should be the chairperson of the management committee or representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy was adopted by the Management Committee of Beckley Preschool on 27th September 2011.

Revised 4th January 2016

Signed on behalf of the management committee

Name of signatory

Role of signatory

Date: