

St Oswald's Pre-school Outings and Visits Policy

Policy Review

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **27th March 2018**

It is due for review on **27th March 2019** (up to 12 months from the above date).

Signature Date

Owner/Manager

Signature Date

Deputy Manager

Outings and visits are a valuable part of all children's learning, offering the opportunity for them to have first-hand experiences that serve to develop their understandings. The safety of each child is vital and the following procedures are to ensure that safety.

The person in charge of the outing should prepare a risk assessment of the proposed route and venue.

Appropriate staffing levels must be provided for the outing and in necessary increased. The minimum of one adult to every two children must be adhered to.

One member of staff will be designated as the leader and another as the first aider.

The outing leader will:

- Allocate named children to a named adult and tell the children who their named adult will be.
- Take the register and contact details for all adults and children on the outing.
- Take a first aid kit, spare clothes, tissues and any medication a child may need during the outing.
- Take a mobile phone.
- Take a copy of the relevant procedures for visits and outings.

The register should be taken prior to setting off, on arrival, again before departure, and on arrival back at pre-school (this is not applicable to short local trips with a few children)

Missing child - Outings

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that 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 all other children are present. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed. If she/he is not on the outing, then they make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent to inform them what has happened and arrange a meeting point.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation

The manager of the setting carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The key person/staff writes an incident report detailing:

- The date and time of the incident.
- What staff/children were in the group/outing.
- When the child was last seen in the group/outing.
- What has taken place in the group/outing since then.
- 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. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) guidelines and is recorded in the incident book; the local authority Health and Safety officer may want to investigate and will decide if there is a case for prosecution.

OFSTED is informed.