



Outings Policy and Procedure

Bearhugs Nurseries Ltd. recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS and Early Years Outcomes. Whilst undertaking trips and outings we recognise the need for safety at all times.

It is the policy of the setting to ensure that:

- Equal opportunities exist for all children i.e that children with disabilities and cultural requirements etc are included.
- A first aider will be attendance that has a current paediatric first aid certificate.
- A written risk assessment will be conducted prior to the outing and all staff will be made aware of this.
- 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.
- Adult:child ratios are adhered to and will be exceeded according to circumstances.
- Essential records are carried at all times i.e registration documents, medical forms and emergency contact details.

At all times the following procedures will be carried out:

- A written 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 if the site is left.
- Written parental permission will be obtained if the children leave the site.
- Parent permission for general walks around local villages are obtained upon registration. In this instance parents may not have been informed

prior to the walk taking place but will be informed when they collect their child.

- Telephone contact details for each child will be provided to each group leader.
- Transport checks will be undertaken as stated in the Transportation Policy, for example:
- Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport.
- Records of vehicles and drivers including licenses and MOT certificates are acquired.
- Checks to ensure that contracted drivers or escorts are registered with the DBS (this is the responsibility of the contracted person's organisation).
- Harnesses and seat belts will not be exceeded.
- An emergency meeting point will be established and made known to everyone on arrival.

Essential equipment will be taken and should include.

- First aid kit.
- Mobile Phone per group leader.
- Copy of risk assessment.
- Medication (if applicable).
- Spare clothing.
- Plastic bags.
- Paper towels, tissues, baby wipes.
- Register.
- Emergency contact details including at least 2 different people must be provided. These numbers must be of people who will definitely be contactable on the day.
- Essential records including list of children with known allergies.
- Accident/incident log.

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 persons at the venue if applicable.
- Inform the manager or supervisor about the accident.
- Contact the parents/carer or emergency contact.
- 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.
- A record of the accident/incident will be completed.
- In the case of any serious accident/injury, Ofsted and RIDDOR will be informed.

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 groups will make their way to the emergency meeting point.
- An immediate roll call and register will be taken of each individual group or the whole group.
- Ensure remaining staff/child ratios and safety is maintained.
- Staff will be deployed with mobile phones to search the immediate area.
- The manager will contact persons at the venue to alert them that a child is missing and their own procedures need to 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.
- If parents/carers cannot be contacted staff will use the secondary emergency contact number and continue to do so until a parent or carer has been informed of the situation.
- The police will be informed if necessary.
- In case of a missing child Ofsted will be informed

It is intended that the Missing Child Policy will be referred to and followed.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021