

Banwell Buddies outings/visits procedure.

Statement of intent

This setting believes that children flourish when given the opportunity to experience a variety of outside activities. It is our intention to provide a safe and secure environment in which children can explore the outside world.

Aim

We aim to encourage children's knowledge and understanding of their surroundings through local walks, trips and visits.

Methods

The member of staff responsible for health and safety is the leader on duty. He/she is competent to carry out these responsibilities. He/she has undertaken health and safety training and regularly updates his/her relevant training.

Procedure

- Parents are required to sign the relevant permission slip.
- A risk assessment is carried out and recorded prior to the outing/visit by the leader on duty.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding if any areas need attention; and
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Our adult to child ratio is adjusted in-line with the risk assessment and children's needs.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children. Children will remain with their assigned adult until safely returned and secured inside the Playgroup building.
- Where a child's parent/carer is not present for the outing/visit they will not be allowed to visit the toilet with anyone other than a staff or committee member who has had a full CRB check.
- All children must be wearing the appropriate high visibility wear throughout the outing/visit were deemed necessary.
- Outings are recorded in an outings record book stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children

- time of return

- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, contact information, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

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 no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed and is the point of contact for the police as well as staff.
- The leader contacts the child's parents who make their way to the setting or outing venue as agreed with the leader.
- The staff contact the police using the mobile phone and report the child as missing.
- If applicable the venue's security are contacted
- Staff take the remaining children back to the setting.
- The leader contacts the chairperson of the management committee who attends the venue as soon as possible.

The investigation

- The management committee chairperson 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 report;
 - 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; and
 - 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 RIDDOR arrangements 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.
- The Insurance Department at the Pre-School Learning Alliance is informed.

Relevant contact numbers:

Ofsted; 0845 6014772
Social Services; 01275 5884140

This policy was adopted at a meeting of _____

Held on _____

Signed on behalf of the Management Committee _____

Role of signatory _____