

## NEW HOPE-WORCESTER

### OUTINGS POLICY

As part of their learning, development and leisure the children/young people will undertake a range of outings off the premises and permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance learning opportunity and extend play opportunities for the children/young people. These will be carefully planned and the following guidelines will be adhered to on all outings from the setting.

- Written permission will always be obtained from parents/carers before taking children/young people on trips.
- Appropriate staffing levels for outings.
- A travel first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip register and parent/carer contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timing of headcounts will be discussed in full with managers.
- A senior member of staff will always carry out a risk assessment identify any potential hazards on the journey or at the location prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the setting uniform. Children/young people will be easily identified by staff when on a trip by use of a sticker system. The setting name, number and mobile telephone number will be displayed.
- At least one qualified first aider will always be a member of the group.
- A fully charged mobile telephone will be taken as a means of emergency contact.
- In the event of an accident, staff will assess the situation, if required the group will return to the setting immediately and parents/carers will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital and the rest of the group will return to the setting.
- A pre-visit checklist and risk assessment will always be carried out before the outing. It is recommended that the venue be visited prior to the trip. This will ensure that the chosen venue is appropriate for the children/young people.

**A FULL RISK ASSESSMENT AND OUTING PLAN WILL BE CARRIED OUT FOR EACH OUTING AND THIS WILL BE DISPLAYED FOR PARENTS/CARERS TO ACCESS. THIS PLAN WILL INCLUDE DETAILS OF:**

- The name of the designated person in charge – the outing leader.
- The name of the place where visit will take place.
- The number of children/young people, age range, the ratio of staff to children, children's/young people's needs and the group size.
- The equipment needed for the trip, e.g. buggies and packed lunches.
- Staff contact telephone numbers.
- Method of transportation and travel arrangements, including the route.
- Financial arrangements.
- Emergency policy.

- The name of the designated first aider and the first aid provision.
- Links to the child's learning and development, if appropriate.

### **USE OF VEHICLES FOR OUTINGS**

All staff members will inform parents/carers in advance of any visits or outings involving the transportation of children/young people away from the setting. The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children/young people. This is particularly important where children with disabilities are concerned. All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the vehicle e.g. to tyres, lights etc, and a log book of maintenance, repairs and services are maintained. The vehicle is kept in proper order and is fully insured for business use and is also protected by breakdown cover. All vehicles are fitted to the supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle. Any mini-buses/coaches are fitted with 3 point seat belts. When we use a mini bus, the driver is checked that they are over 21 years of age and hold a PVC driving licence. This entitles the driver to transport up to 16 passengers. When children are being transported, there is always at least one adult in the vehicle, excluding the driver. When planning a trip or outings using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by a registered member of staff.
- No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of a vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the lost child procedure will be followed:

- Any incidents or accidents will be recorded in writing.
- Ofsted will be contacted and informed of any incidents.