



Pre-school Playgroup

## Outing Policy and Procedures

The following are the agreed procedures for outings at River Pre-school Playgroup.

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Staff:child ratios will always be maintained 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.
- The following will be taken on all major outings:
  - Mobile phone
  - An adequately stocked first aid kit
  - Children's emergency details
  - Details of any children with medical needs and medicines if necessary
- When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked.
- Roads will only be crossed where essential. If a road must be crossed, a member of staff will see if it is safe to cross the road and then stand in the road controlling the traffic until all children are safely across.
- When arriving at destination a headcount will take place. This procedure will be regularly carried throughout the outing.
- In case of an accident we will return back to the setting.



## **Outing Policy and Procedures (cont.)**

### **Missing child on an outing:**

If a child's absence is discovered whilst on an outing:

1. The children will be asked to stand with their designated person and a headcount will be done to check that all other children are present.
2. The designated person of the missing child will try to find out from other staff and children when the missing child was last seen. She will then search the immediate area, and if appropriate the area where the child was last seen.
3. If the child is not found immediately, the police and social services will be informed

### **Police 112**

**Social Services Duty Officer number 08453302967  
(08457626777 out of hours)**

4. The parents will then be informed and an agreed meeting place will be established (usually the outing location).
5. One member of staff will stay to meet the parents and/police. If possible, the remaining members of staff will take the other children back to the Pre-school.
6. The chairman will be informed, as will the parents of the other children at the pre-school with up to date, accurate information.
7. Once the situation has been resolved, a record of events will be recorded in the incident book, Ofsted will be informed in writing, and the relevant policies and procedures will be checked and updated.

**This policy was adopted at a meeting of River Pre-school Playgroup, held on:**

\_\_\_\_\_ (date)

**Signed by the chairperson on behalf of the pre-school**

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**Justin Simpson**