

30. Outings Policy for After School Children

1. A risk assessment will be carried out to identify any potential hazards on the journey and at the location. Where appropriate, risks will be minimised or an alternative location will be found
2. In line with the Childcare (Pre-School Services) Regulations 2006, operational procedures for the safe conduct of outings and arrangements are in place to ensure that children are safely escorted on any outing. The staff members take responsibility for checking numbers of children. Regular and frequent counts will take place before leaving, while on the outing and before departing.
3. Insurance ratios are adhered to on all outings.
4. The specific supervision needs of children with additional needs will be taken into account
5. Prior written information about proposed outings will be given to the parent/guardian.
6. The attendance register including contact telephone numbers for parents outing will be in the possession of the supervisor on the outing.
7. The Supervisor will have a mobile phone on the outing which is capable of working at the outing location and has a fully charged battery.
8. A staff member trained in first aid will accompany the group on all outings.
9. A first aid kit is taken on all outings, included with the first aid kit is information on children's allergies and medical conditions. Any additional medication required for the children taking part on the trip will also be carried, as well as the medication administration forms.
10. Parents and staff will ensure that appropriate clothing is brought on the outing depending on the weather, e.g. sun hats, sun cream, raincoats etc.
11. Children will only be transported in insured vehicles by an insured staff member arranged by Links Childcare. Children will be placed in a booster car seat while traveling to and from the destination.

In the event of an Emergency the following steps will be taken: -

- a. Immediate contact will be made with the rest of the group and the outing's supervisor
- b. The emergency will be assessed
- c. The management (supervisor of the outing) will take lead professional role
- d. Contact will be made with the Managing Director or Area Manager
- e. Where relevant, emergency services will be called
- f. Where relevant the Parents/Guardians will be called

In the event of a Child going missing during an outing, the following steps will be taken: -

- a. Immediate contact will be made with the rest of the group and the outings supervisor
- b. The children will be grouped together with staff members
- c. The management (outing supervisor) will take lead professional role
- d. The children will be counted and the register called



Links Childcare Policies & Procedures

- g. Contact will be made with the Managing Director or Area Manager
- h. Two members of staff will search the surrounding area, leaving the children with the other staff members.
- i. After 10 minutes the emergency services will be called.
- j. Parents/Guardians will be called as soon as emergency services have been called
- k. All other children will be returned to the crèche.
- l. Spare staff will continue searching the surrounding area.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.