

## Outings Policy

From time to time the children will be escorted on short outings around the neighbourhood, down to the local shops etc.

The following procedure must be followed at all times:

- A risk assessment **must** be completed, detailing the route and any hazards i.e. roads. Completed risk assessments are kept in a black file in the office.
- The number of children going on the outing will depend on the result of the risk assessment; the age and individual temperament of the children will be taken into account.
- There must be a senior staff member present during the outing.
- The ratios of remaining staff/children must be taken into account
- The senior member must ensure an Emergency kit is taken on the outing. First Aid Kit credited and charged mobile phone.
- Route will be set and staff **must** follow this unless an unknown hazard has arisen. In this case the senior will phone the setting and inform them of any changes.
- If during the outing a child should get lost then the senior member will make a search of the immediate area all other staff will stay with the remaining children and provide comfort where necessary.  
If the child is not found then the senior member will enlist the help of passes by to widen the search.  
If the child is still not found then the senior member will phone the Police and the setting. The senior will then follow the Police instructions.
- The setting will send out any available support. If the child has not been found after 10 minutes then the setting will contact the child's Parent/Carer.
- It is important to ensure that staff remain calm and all other children are safe and reassured.
- The senior must enter a full report into the incident book on their return.

Dated: 29/10/2009

Review Date: 01/11/2010