

Little Bears Pre-school

Educational Visits and Outings Policy

(including Lost or Missing Child Procedures)

Statement of Intent

Our Preschool believes that all children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. However, during such events, the safety of the children remains paramount. Therefore, the staff in our setting will ensure that there are procedures to keep children safe on outings and all staff and volunteers are aware of and follow the procedures below.

Procedures

The Preschool Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available. All venue risk assessments are made available for parents to see.

The preschool will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Priority places will be to those children attending Preschool sessions and if any spaces are available we can offer these to friends, family and other children with parents/carers.

We will inform the parents/carers:

- The venue for the trip ○ Whether a packed lunch is required
- When and where to meet the coach, before and after the trip
- Any incidents that occurred during the day Parents/carers are welcome on the trip.

Parental Consent

No less than two weeks before a proposed visit or outing, the preschool will send a letter and the Visits and Outings Form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

- Parents/carers will be asked to sign a consent form if their child/children are to be in the care of a member of staff.
- The manager will take a photocopy of the signed Visits and Outings Forms on the trip while the original will be stored in the preschool's records.
- Parents/carers have the absolute right to withhold consent for a proposed visit or outing.

Any child who does not have a signed consent form will not be allowed to participate.

During visits and outings

On visits or outings, the staff to child ratio, as stipulated by the Statutory Framework for the Early Years Foundation Stage 2014, must be not less than:

1:8 if the children are over 3yrs;
1:4 if the children are under 3yrs.

At Little Bears Preschool we realise that these ratios are subject to the nature of the activity and the risk assessment. Ratios depend on children's ages and requirements and we recognise the need for the preschool to increase adults as necessary.

A written risk assessment for outings, including what ratio we have chosen and why, MUST be carried out and kept on record.

- Children will remain under close supervision at all times.
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.
- The manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health and Safety Policy Statement.
- A designated member of staff will keep a mobile phone with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the preschool in case of an emergency.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- Emergency and home contacts are taken along with medical arrangements, allergy details etc.
- If staff use their own cars for transport, we will ask to see a copy of their insurance to ensure they can carry children in their vehicles. A copy of the insurance details will be kept on file. Staff will only take the number of children in their cars that seat belts allow for. They will ensure that these are working properly and all child seats are fitted properly and safely before the journey starts. Parents will be told whose car their child will travel in, the child will make both journeys in this vehicle. However, it would be Best practice is for parents to meet at the venue having transported their children themselves and we will endeavour to make this happen before Staff will transport any children.
 - ❖ *Correct car seats must be used in the cars when transporting children.*
 - ❖ *Members of staff in charge of children will be DBS checked. If an adult is not DBS checked, they will not be left alone with any children and not take them in their car. Where possible there should be two members of staff in each staff car used.*
- An on-going risk assessment will be made by the staff so as to ensure safety at all times.
- If an emergency happens we will contact the parents/carers immediately as well as the relevant emergency services.
- If a member of staff has to travel with a child to hospital we will re-group and re-assess the situation.

- Parents/carers must collect their children at the designated time and place. If this does not happen the child/children will be treated as an un-collected child situation.
- If for any reason the coach/car will be delayed we will attempt to contact parents/carers.
- Children accompanied by their parents/carers shall be the responsibility of that person and not a member of staff.

Missing or Lost Child Procedure

The procedure is split into two parts: at Preschool and during an Outing or Educational Visit.

Lost child at Pre-school procedures

- The register will be checked to confirm the child came to preschool, and a head count of all remaining children will be confirmed. A thorough search of all rooms, cupboards and all areas in the preschool will take place, including checking that all doors and gates are locked.
- The manager/deputy manager on duty will send a member of staff to make an initial search for the child. The search will start with the member of staff going outside to check the road. He/she will then check the grounds including the area around the setting, check by parked cars and other visual obstructions. Next, a search of other parts of the school will be made, before reporting back to the manager/deputy manager. This will be done as quickly but as thoroughly as possible.
- While the initial search is made, the manager/deputy manager will make enquiries of all adults at the preschool to establish the time and place the child was last seen, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).
- Once this has been ascertained the manager/deputy manager will contact the police to report the incident and follow the police advice.
- The parent carer should then be contacted informing them of the situation and what has been done to find their child.
- The parent will be asked to come to the preschool, by using the normal route that the child would take and, if it is possible, by walking. The manager will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.
- Additional staff/helpers will be called in if necessary.
- When the parent arrives at the pre-school, and if the child is still lost, we will ask the parent to return home and wait, in case the child has managed to make their way home.
- Telephone lines should remain as free as possible so that messages are not delayed.
- The preschool activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.
- Police advice will be followed at all times.

Lost child on Outings

We minimise the opportunity of lost children by ensuring they are properly supervised by a parent, carer or member of staff. Each child without a parent or carer on the outing will have a member of staff allocated to look after them.

In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

Procedure:

- If the child is lost on the outing's venue, the manager/deputy manager on duty will insist that all adults and children return to a meeting point,
- A member of staff will be sent to search for any remaining adults and parents. At this time the rest of the children will remain with the designated adult, taking care to ensure the

safeguarding of all the children in their care. Members of staff not on duty may be called in to help keep the rest of the children safe and to help with the search.

- In the event of a child not being found, the manager will immediately inform the police.
- The manager/deputy manager will inform the officials at the venue that there is a missing child and take their advice
- The manager will contact the child's parents/carers giving details of what has happened after 15 minutes of the child disappearing. The parent/carer will be advised to make their way to the outing venue as agreed with the Manager.
- A count will be made to confirm all who are present. Adults will be asked when they last saw the child, and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the manager/deputy manager.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety of the remaining children
- At least one member of staff will remain at the scene whilst others return to the preschool with the children. This member of staff will continue searching for the child/children
- Any incidents must be recorded in writing
- The preschool Manager contacts the Chair of Committee and reports the incident who will then carry out an investigation
- Ofsted must be contacted and informed of any incidents **Tel: 0300 1231231**
- The Safeguarding Designated Officer would inform the Local Children Safeguarding Board **Tel: 0345 155 1071**
- The preschool would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the preschool's Insurance provider **Royal and sun Alliance Insurance**
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the child back.
- If the parents are not on the outing, the manager/deputy manager will contact the parents/carers and advise them of the situation.
- Further actions will be based on advice from the Police

Action to be taken by management and staff once the child has been found:

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Manager will speak to the parents to discuss events and give an account of the incident.
- If the child is injured, a report would be made under RIDDOR
- The Committee will carry out a full investigation, collecting statements from all staff, adult and volunteers present during the incident and all those involved will co-operate fully with any police investigation that may ensue (involving Social Services/Local Children Safeguarding Board, if and when appropriate).
- A nominated key person (a member of staff) will be asked to write a report of the incident. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report.
- Conclusions will be drawn on how security was breached during the incident and the *Disciplinary Policy and procedures* invoked where necessary.
- If appropriate, policies and procedures would be adjusted as a result.
- All Media queries, if any, should be directed to the Chair of Governors or alternatively to the appropriately designated person on the Committee.

With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

Approved.....: **(Chair of CIO signature)**

Adopted on Review Date

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