Visits and Outings Procedure

Safeguarding and Welfare Requirements / 3.4, 3.28, 3.29, 3.30, 3.58, 3.64, 3.65, 3.66, 3.68, 3.72, 3.73

Prior to a visit or outing, a member of staff will carry out an exploratory visit of the proposed destination to evaluate any potential difficulties.

The manager will ensure that a thorough risk assessment for the outing is completed and signed before the outing is to take place. This should take into consideration the journey and transport involved.

Staff will involve children, when possible, in the planning of outings. Staff will explain to the children the objectives of the event and what is expected of them on the outing.

Parental Consent

The manager is responsible for ensuring parental consent has been granted for each child who will be attending the outing. The parents/carers will be given information on the cost, where the outing is going, what the children will be doing when they get there, the mode of transport being used, any special clothing needed and the times of the trip.

Parental consents are required for any activity where the children leave the setting. Consent is usually given on the child's Admission Form for the usual 'local' trips, but for much larger trips, specific consent must be received. Copies of the consent forms must accompany the members of staff attending the outing; the originals should be kept on file at the setting.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing.

Morning of Outing

Prior to the commencement of the outing all children will wear a name identity on which the name of the setting, address and telephone number are clearly written.

The children should have a pre-outing talk (age and stage appropriate), which should include the following topics:

- Which member of staff oversees which children.

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- How to behave and what to do on different types of transport.
- Behaviour while out on the visit.
- To always stay with their member of staff and not to wander off.

The manager must nominate a member of staff to oversee the trip. All members of staff on the trip must be informed of the names of all children for whom they have direct responsibility and be given a copy of the child's outing consent form.

The manager should also discuss the following issues with staff prior to the outing:

- In cases of incidents, the setting (manager and/or senior person) should be contacted first and then parents/carers.
- Staff should make sure that children are secure and safe on various modes of transport.
- How to keep the children safe when walking to a venue.
- To return to the setting if a venue appears unsafe.
- Toilet issues.
- Staff are not permitted to smoke on outings.

The person in charge of the trip should ensure that the names of all the children and staff are listed on the outing form. The staff must have adequate funds for emergencies and phone calls. Children must have all that they need for the outing e.g. packed lunch boxes, coats etc. The staff must all have the relevant paperwork for the children. One member of staff is to be responsible for the first aid box.

Outing Risk Assessments include:

- Who is the leader of the outing.
- Manager or deputy must give signed permission for the outing.
- Time and date of departure, estimated return time, time and date of actual return.
- Names of staff and children.
- Brief description of what the children are wearing.
- Setting identity badge.

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- Mobile phone.
- Named paediatric first aiders.
- First aid kit and evaluation.
- Action of outing.

During Visits and Outings

- Children will always remain under close supervision.
- The person in charge will ensure that they have a full first aid kit that complies with the Health and Safety Policy.
- Two designated members of staff will have their mobile phones with them. The numbers must also be left with the manager in case of the need for emergency contact.
- A register must be taken at the beginning, middle and end of the outing, with regular head counts throughout the day.

On visits and outings, the number of staff required will be as follows:

Outings considered a low risk

This category includes visits to the theatre, museum or other educational or cultural centres, such as historic buildings where there are no physical activities or proximity to water and where travel will be on foot or by hired or public transport.

Minimum of two staff per outing.

Outings considered a high risk (involving hazardous activities)

This category includes visits to recreational and educational activity centres, such as farms, theme parks, fun fairs and seaside.

Minimum of three staff per outing.

When on a visit to the seaside it is recommended that unless the ratio of adult to child is one to one, no child should be allowed to paddle (up to the child's ankle) in the sea. Under no circumstances should children be allowed to swim in the sea.

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Travel Arrangements for Outings

The adult-child ratio will be determined by the mode of transport e.g. bus, train or coach **and** by the activity to be undertaken at the destination. 'Outings considered being a low and high risk' should be referred to. If the manager is in doubt as to the ratio that should be used for a specific outing, they should discuss the situation with the setting owner.

An outing's evaluation must be completed at the end of the outing, stating how it went and any issues that need to be considered for future reference.

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Review Date	Name	Position	Signature