

**Trips, Outings & Visits Policy**

**Happy Hens Childcare** believe that visits and outings play an important and enriching role in the programme of activities that we provide for children.

A Risk Assessment will be carried out for any trip. This should include consideration of the journey, any transportation involved, and contingency arrangements in case of breakdown, illness etc.

The manager will request all relevant information and a Risk Assessment statement from the venue (where available). Risk Assessment findings will be shared with all those attending the trip.

Happy Hens Childcare will ensure that the activities planned are covered through Happy Hens Childcare insurance.

Happy Hens Childcare will make every effort to involve children in the planning of visits and outings. Staff will explain to children the purpose of the trip, along with what is expected of them in terms of their behaviour.

Children will be talked through any potential safety hazards and told to remain with staff at all times.

All children will be given a sticker/badge/wristband with Happy Hens Childcare name and contact number. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

**Parental Consent**

Happy Hens childcare will only allow children on a trip when permission has been granted by parents.

Parents have the absolute right to withhold consent for a proposed visit or outing. Children without consent will not be allowed to participate in off-site trips, excursions or outings.

**During Visits & Outings**

The minimum ratio will be 1 staff for every 8 children under 8 years of age; a similar ratio should be applied for older children. Where appropriate; subject to the nature of the activity and Risk Assessment.

Before setting out, all staff involved in the trip hold a meeting to discuss the trip and safety procedures. A trip leader will be appointed and will have overall responsibility whilst off Happy Hens Childcare premises.

Children will remain under close supervision at all times.

Happy Hens Childcare will ensure that a First Aid kit is on hand and a First Aider is present.

Designated staff will take mobile phones with them at all times and their numbers will be circulated to the Site Co-ordinator in advance of the visits and outings in case of an emergency.

A register will be taken as necessary and regular head counts will be made by staff.

A list of all staff and children participating in the trip or outing, along with relevant mobile phone numbers, will be taken with the staff leading the trip and a copy left on Raising Explorers premises.

**Trips to local parks/play areas**

All children will wear a hi viz jacket at all times. When crossing the road, Children will walk in twos. A member of staff will be in front of the children and a member of staff behind them. Other staff will be within the line of children, so all children are being supervised at all times. While at the parks/play areas the staff will check the area for glass and other rubbish. The children will be assessed on their age and size and made aware of appropriate equipment that they can play on.

**If a child goes missing while out**

At Happy Hens Childcare we are always alert to the possibility that children can go missing during sessions.

To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking to parks/play areas)

If a child cannot be located, the following steps will be taken:

• All staff will be informed that the child is missing.

• Staff will conduct a thorough search of the premises and surrounding area.

• After 10 minutes the police will be informed.

The manager will then contact the child’s parents or carers.

• Staff will continue to search for the child whilst waiting for the police and parents to arrive.

• We will maintain as normal a routine as possible for the rest of the children

• The manager will liaise with the police and the child’s parent or carer.

The incident will be recorded in the Incident Log.

A review will be conducted regarding this and any other related incidents along with relevant policies and procedures.

All children will be assembled in one area together and the register will be taken.

2 Members of staff will check the surrounding area to see if they can see the child. All other staff members will stay with the other children to keep them safe and calm.

If Happy Hens are at a excursion the staff will make the venue and security staff aware. We will then follow their procedure.