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**Outings Policy and Procedure**

 Pegasus Childcare Centre recognises the importance of trips and outings for children in providing new and enhanced experiences which embrace the EYFS. While undertaking trips and outings we recognise the need for safety at all times.

**It is the policy of the setting to ensure that:**

* Equal opportunities exist for all children. For example that children will disabilities and cultural requirements are included
* A first aider will be on the outings
* Up to date written risk assessment will be conducted and all staff are aware of this
* No child will ever be left unattended at any point of the outing
* Safety is maintained whilst children board or exit vehicles or whilst walking
* There is access to a phone by the whole group
* Adult :Child ratios are adhered to
* Essential records are carried at all times such as health plans and emergency contact details

**At all times the following procedures will be carried out:**

* A written risk assessment of the venue prior to the visit to assess any potential risks both en-route and at the venue
* Full details of the outing will be given to all parents/Carers
* Written parental permission will be obtained if not already.
* Telephone contact details for each child will be provided
* An emergency meeting point will be agreed and made known to everyone
* Transport checks will be undertaken -

-Insurance will be checked on private hire vehicles/coaches.

-Records of vehicles and drives including license and MOT certificate.

- We will check to ensure that contracted drivers or escorts are DBS checked and cleared.

-Harness / seat belts, boosters seats and airbags are fitted where needed.

- Maximum seating will not be exceeded.

**Essential equipment will be taken and should include:**

* First Aid Kit
* Mobile Phone
* Register
* Child’s records - including child’s care plans or allergies (if any )
* Child’s medication (if any) .
* Hi Vis jackets for staff and children
* Spare clothing
* Nappies / wipes / PPE for staff / nappy sacks
* Plastic bags
* Bucket and paper towel if on a transport
* Emergency contact details
* Any relevant policies to be referred to.
* Whistle

**Emergency Procedure**

**In the event of an accident staff will:**

* Administer first aid to the child
* Other staff members with the  remaining children are supervised and staff are maintaining the ratio needed.
* Call an ambulance if one is required
* Inform personnel at the venue if applicable
* Inform the Manager or Deputy Manager about the accident if not there
* Contact Parents/Carers or emergency contact
* Ensure that if the parent/carer is unavailable a member of staff will accompany the child in the ambulance should this be necessary
* At no point will any child be left alone
* Make arrangements for the remainder of the group, depending on the circumstances of the emergency
* A record of the accident/incident will be completed
* In the case of any serous accident/injury Ofsted and RIDDOR will be informed

**In the event of a child being lost:**

* The Manager / Deputy Manager / Senior staff that is on the outings must be informed as soon as it realised that a child is missing
* All remaining children and staff will make their way to emergency meeting point
* An immediate register and head count will be taken
* Ensure remaining staff/child ratios are safety maintained
* Staff will be deployed with mobile phones to search the immediate area including last place the child was seen
* The Manager  / Deputy Manager / Senior staff will contact personnel at the venue to alert them that a child is missing.
* Staff will ask children if they saw the missing child and which way they went without worrying the children
* If the child is still not located, Parents/Carers will be contacted and informed of the situation in a clear, clam, concise manner
* The police will be called
* If parents/carers cannot be contacted staff will use the second emergency contact number and continue to do so until a parent/carer has been informed of the situation
* In the case of a missing child Ofsted will be informed
* Follow the Missing Child Policy and Procedure

**This policy was adopted on** 5th June 2024

**Signed (Chair)**

**Signed (Manager)**

The Policy will be reviewed every year.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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