

## Outings / trips



If you are arranging an offsite trip you will need to complete a risk assessment considering all aspects of the outing

- Clear staff roles and responsibilities
- How you will travel
- Staffing ratios
- The activities that will be taking place
- Lost children
- Weather
- First aid
- Emergency procedures
- Parent/carer contacts
- Individual risk assessments on children with additional needs.

### **Risk:**

Some locations provide you with risk assessments that they have already completed which may be very useful, but it is not advised to completely rely on these. You may need to visit the site before your organised trip with children, this will help to give you an idea of how long the journey will take and what else might be of interest to the children.

### **Check list:**

- Parental consent forms (a copy of the information on these forms should be kept on site and a copy should be taken on the trip).
- A cover sheet including all children's names and the number of children going should be on top of the forms.
- Local trips taken by our early years setting have been agreed on their registration forms.
- A list of all children and staff attending the trip will be taken on the trip and a copy will be kept at the setting.
- At least 2 adults must accompany children on any trip.
- At least one of the adults accompanying children must be a permanent member of IPA's staff.

- Parents are clear about when and where the children are going and what the children need to take with them as well as what time they will return to the playground.
- Staff and children should be clear about where they are going and how they are getting there. It is sensible to talk to children before the trip explaining road safety procedures.
- First aid kit. Most places you go will probably have one on site, but you may need one on the journey.
- Mobile phones with charged battery and topped up with credit. Access to a working phone is essential in case of an emergency. The nursery have a phone specifically for this use.
- Children under 6 will have the trip mobile number on wrist bands, which they will wear during the trip.
- Money in case of emergency.
- Drinking water.
- Make sure you have ample time for your trip and that your return time is realistic.
- Staff are aware of emergency procedures in case of an accident.

**Before leaving the site:**

- A register should be called to ensure all children who have returned forms are present.
- A thorough check of the building should be made to ensure no children are inside before locking up.

**During the trip:**

- Regular checks that all children are present should be made throughout the trip.

**After the trip:**

- Save all risk assessments.

**Missing child:**

In the case of a child going missing, take the following steps:

- Member of staff with mobile phone looks for child, keeping other staff informed.
- Other members of staff supervise remaining children.
- Scan nearby area.
- Inform any site security.
- Phone police, line manager and parents within 10 minutes of child remaining missing.
- Follow lost child policy procedures.

If anticipating late return to the site due to transport delays, inform playground and parents as soon as possible.