



Batford Day Care

BATFORD DAY CARE LIMITED OUTINGS POLICY

(To be read in conjunction with the outings risk assessment)

Version	2.0
Based on Model Policy	N/A
Review body:	Day Care Manager
Date issued:	September 2024
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V2.0	September 2024	New Format
V2.1	September 2025	No updates required

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

Contents

1. Policy statement	3
2. Procedure	3
Outings Safety.....	3
3. In the event of a missing child	4

1. Policy statement

Batford Day Care is committed to providing high quality care and education. The welfare and safety of the children attending is of paramount importance. We ensure that children access stimulating and enjoyable activities and, as part of this, may organise short walks into the local community. The suitability and safety of any outing is assessed and planned each time.

2. Procedure

Prior to each outing, the senior person will ensure that:

- A full risk assessment of the route and location has been completed and reviewed.
- The outing will be risk assessed before taking place to determine what ratio needs to be in place.
- The minimum number of staff must be two, regardless of numbers of children on any outing.
- If children are accessing equipment, then a staff member will check the area prior to allowing the children to use the equipment.
- Parental consent forms for those participating in the outing are checked.
- An 'Outings Form' is completed, detailing names and contact details of all the children and adults who are going on the outing.
- Staff are responsible for ensuring all items are included in the outings bag and are replenished when used.
- The management team are notified upon departure.

Outings Safety

- Reflective jackets for children will be worn at all times if not in a buggy.
- Children will never be left unattended at any point during an outing.
- Staff will assess the children participating in the outing before deciding how best to position them to keep them safe.
- Staff will be positioned on the outside of the pavement nearest to the road where possible.
- Head count to be taken every 10 minutes by staff member responsible for the walk.

Outings Attendance Register will be taken:

- Upon arrival at the destination.
- Every 15 minutes whilst at the destination.
- Before leaving the destination.
- Upon arrival back at to Batford Day Care.

Use of Buggies

- Children will be strapped into buggies at all times.
- Where cars are blocking the pathway a staff member will move out into the road in a safe place without the buggies to check for oncoming vehicles.
- Staff will cross onto the other side of the road so that they can remain on the pathway.

3. In the event of a missing child

The Missing Child procedures will be followed:

- Staff will gather the children together and take the register. A staff member will supervise the children at all times.
- If within 10 minutes the child has not been found, then the emergency services will be contacted on 999. The Day Care Manager must also be informed without delay.
- Parents/carers will be contacted.
- If a child goes missing in an establishment, *e.g.* a farm or theatre, the manager or a responsible employee of the establishment should be informed immediately so that their procedures can be triggered.

When the child is found, a critical incident analysis will take place with staff, and parent/carers where appropriate. This will be documented to ensure that all steps are taken to prevent a recurrence of the incident.

