



Policy Title	Off Site Visits and Outings Policy and Procedure
Policy Owner	Natalie Russ
Status	Approved
Version Control	Version Number: 1
Review Information	First Published: 17/05/2024 Approved: 17/05/2024 Review Date: 17/05/2025

1.0 Introduction

‘Children must be kept safe while on outings, and providers must obtain written parental permission for children to take part in outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge’. (Statutory Framework for the EYFS)

At Tarner we believe that off-site visits and outings play an important part in enriching children’s life experiences. They are a powerful way to help children build confidence and self-esteem, giving them real, first-hand experiences that enable them to use their skills, knowledge and understanding in a different environment. They also assist with ensuring that every child has access to the same opportunities in life.

All off-site visits and outings that are planned for the children in the setting are carefully considered; any potential risks are reviewed against the benefits of taking part in the experience.

Outings can include trips on foot, i.e. visits to the local park, the library, local markets, and other places of interest.

2.0 Approval Requirements

All visits and outings must be given approval by the **Children’s Project Manager or member of the Senior Management Team**. The **Outings Team Leader** will write a proposal and risk assessment. The proposal and risk assessment will then be reviewed and authorised by **Children’s Project Manager** prior to the outing taking place.

The Outings Team Leader will ensure the following procedures are followed **prior** to an outing:

- That the planned outing is suitable for the age and needs of the group.
- That the ratio of staff to children is appropriate for the environment, experience planned and needs of the group so that the children can feel safe and secure.
- That they have enough information about the children going on the outing.
- A full outings risk assessment is completed.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS



Tarner Children Young People Community

- Written permission from all parents/carers is obtained.
- All children's emergency contact details are recorded.
- At least 1 first aider must be present and have a suitable, complete first aid box with them.
- Any child who has a health care plan must have their health care plan documents, along with any medication/asthma pump / EpiPen's with them if needed.
- That Tarner staff carry a work mobile phone which must be fully charged and have enough minutes/credit in the case of emergencies and that all parents/carers' details are listed.

Parents/guardians need to know that:

- Their children will not be taken on outings unless they (parents or guardians) have given informed consent.
- Their children will be safe and appropriately supervised.
- Their children will have well-planned, purposeful opportunities for interesting and exciting learning experiences outside of their setting.
- There will be clear information on the plans for any outings, including any risk assessments.
- The adults who lead outings will be able to deal with any situations that may arise, such as medical or other emergencies, that occur while not on the service premises.

Staff members need:

- To be clear on their roles and responsibilities in relation to ensuring the safety and well-being of the children when planning and going on outings.
- To be clear on what the procedures are to make sure children stay safe and their wellbeing is assured on outings.

Management need:

- To know that all staff members have the information and resources they need to provide quality learning opportunities for the children.
- To make sure that staff members will inform them about any plans for outings.
- To make sure that all necessary procedures and precautions needed for outings – including appropriate consents from parents or guardians; risk assessments; appropriate ratios and supervision arrangements; appropriate and safe transportation; first aid and medical considerations are clearly known to all staff members to ensure their full implementation.

3.0 Consent

Parents/carers must have given written authorisation for their child to be involved in an outing with full knowledge of the date, proposed destination, and method of transport, planned activities and number of staff members and other adults accompanying/supervising children. The consent form must include:

- The child's name.
- The reason for the outing.
- The date and the expected time of departure and return.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS



- A description of the proposed destination.
- The method of transport that will be used.
- The proposed activities.
- The anticipated number of children likely to be going on the outing.
- The adult:child ratio on the outing.
- Any adults other than staff members who will accompany and supervise the children on the outing.
- Information about the risk assessment that has been carried out and is available at the setting.

Parents or guardians must also be notified in advance about what type of clothing will be suitable for their child to wear, and whether they will need to provide items such as spare clothing, sunscreen, a packed lunch, and drinks.

4.0 Safety Considerations and Risk Assessment

The **Outings Team Leader** must have the ability to implement safety procedures, this includes taking all appropriate steps to ensure that children are transported safely.

Current staff that are qualified to be Outing Team Leaders are:

- **Natalie Russ - Children's Project Manager**
- **Mia Hannon – Senior**
- **Charlie Garibaldi, Freya Thorpe and Chloe Harwood – Team Leaders**

All proposed outings must be notified to and approved by the Manager **Natalie Russ** in advance of notifying parents or guardians.

In all cases, a risk assessment must be done to assess how many members of staff are needed to accompany children on outings. An exploratory visit is to be carried out by appropriately qualified staff members, to assess the suitability of the destination/venue.

The risk assessment must identify and assess the risks a particular outing may pose to the safety, health or wellbeing of any child being taken on the outing and specify how the identified risks will be managed and minimised. It is important to be aware of any possible risks and any necessary precautions involved for a particular location and for types of weather.

Considerations:

- The route and destination
- The type of activities
- The weather forecast – consider the need for sunscreen and/or raingear and wellies, suitable footwear (not sandals)
- The proposed duration.
- The transport to and from the proposed destination for the outing.
- The number of adults and children involved in the outing.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarners Park, Sussex Street, Brighton, East Sussex, BN2 9HS



Tarner Children Young People Community

- The number of staff and other responsible adults needed to provide supervision and any specialised skills are required.
- The items that should be taken (see below).
- Safety notices at the destination, such as signs and flags.
- Hand washing requirements.
- Children's allergies, including food hypersensitivities.
- Additional needs of any child.
- Water hazards.
- Any risks associated with water-based activities age-appropriate guidance and warnings should be given to the children. Discuss hygiene issues with all children and volunteer helpers (especially on farm visits).

The Outings Team Leader will ensure that there is a list of all members of staff and children participating in the outing, along with relevant phone numbers.

A group photograph is to be taken before leaving the Tarner Park to check against if required. This is to provide the most recent picture of the children and their clothes. Name tags must be placed on the children before leaving the service and only removed when children return to the service. The children must always be appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children. Care must be taken when supervising children at pick up and drop off.

It is essential to call or mark names in a roll call, with a name-to-face check rather than count heads. Prior to any outing, the Outings Team Leader will decide who will help to search, how the search will be carried out and who will take charge of the rest of the group of children should a child go missing.

To ensure that all children are accounted for, this roll call should be undertaken:

- On leaving the service.
- On arrival at the destination.
- At regular intervals while at the destination.
- When moving from area to area – including going indoors or outdoors.
- Leaving the destination.
- On return to the service.

The Outings Team Leader will ensure that that following seven items are taken on the outing:

1. A fully charged mobile phone (with easily accessible emergency contact numbers)
2. The First Aid kit and medications for the children who need them on the day (See Medications Policy for more detail). Emergency medications or supplies as specified in any of the children's Individual Care Plans. All medications must be in their proper original container with pharmacist's instructions included. Medications that normally require

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS

refrigeration must be carried in a cool pack. There must be always at least one holder of a current First Aid certificate present.

3. The Record of Attendance and the children's next of kin emergency contact information (i.e. parent(s)/guardian(s) home, work, and mobile numbers).
4. Individual Care Plans for children who have them.
5. A list of emergency service contacts.
6. A Critical Incident Plan where appropriate.
7. Some spare clothes.

5.0 Accidents, Incidents, Injuries or Safeguarding Concerns

If there is an accident involving a child, a member of staff, or an accompanying adult or if a child goes missing on the outing or is left behind, the Outings Team Leader must make sure that:

- The previously agreed search procedure is followed if necessary.
- The pre-assigned members of staff take the other children back to the service.
- The member of staff with up to date First Aid training administers First Aid if necessary.
- They take charge of all necessary communications with emergency services and with the parents/guardians of the child/children concerned.
- The Children's Project Manager or CEO is contacted immediately.
- On return the occurrence is recorded on an incident, accident or safeguarding reporting form.