

Developing an outings procedure

Children must be kept safe while on outings, providers must assess the risks or hazards which may arise for the children, and must identify steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios.

Statutory Framework for the Early Years Foundation Stage 2024 GP 3.74 CM 3.73

The procedure should include:

- Is there a procedure for the setting which requests parental consent for outings, how this is managed.
- The procedure the setting follows to identify any hazards associated with the planned outing, how risks will be minimised and managed effectively to ensure the children are kept safe at all times. Does the setting visit the area before the visit if this is viable.
- At least one member of staff accompanying the children must have a valid and relevant paediatric first aid certificate. If settings group off during the outing are there relevant staff who hold a paediatric first aid within each group of children.
- The resources and information practitioners must take with them on an outing, for example:
 - Settings mobile phone (parents must also be given the mobile phone contact number should they need to make contact)
 - Parents/carers contact information.
 - Any important information regarding the children, for e.g. medical needs (including allergies), emergency contact numbers, dietary needs, name and number of the child's doctor
 - Any medication that needs to be administered along with consent details
 - Any supplies needed for any intimate care routines that may need to be carried out including spare clothes
 - A first aid box
 - Food & drinks.

N.B. This list is by no means exhaustive, practitioners should consider if anything else is needed.

- How staffing ratios are identified and under what circumstances it may be deemed necessary to exceed normal ratio requirements.
- The procedure for registration of children and on going head counts whilst out on an outing.
- The records that are kept when vehicles are being used to transport children on outings including names of drivers and insurance details. Should staff use their own vehicles for transportation they must have adequate insurance cover and an appropriate driving licence and who holds the responsibility of carrying out the checks. Parents must provide permission for their children to be transported in staff vehicles.
- How parents are made aware of the content of this policy and procedure.

The policy should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the policy when reviewed the staff and/or parents need to be informed.

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.