# LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB
Headteacher: Mrs C North (RI)
Deputy Headteacher: Mrs A Morris (RI)
Setting Leaders: Miss J Parry (3+) and Miss A Crawford-Plane (Flying Start)


## LLANFAES CAMAU BACH/ LITTLE STEPS

## OUTING POLICY

It is the policy of the setting to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents/carers whenever possible.

We do this by:

- Planning activity/outing in relation to our topic
- Completing a written risk assessment of the chosen venue associated activities prior to the outing taking place (including a pre-visit as needed)
- Informing parents of the proposed outing by displaying information on the notice board and by letters containing all the details and consent forms which are required to be returned at an agreed date.
- Staffing ratios will be maintained at the same level as in force in the setting but for safety reasons we may, on occasions, increase this.
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person along with any medication / equipment.
- Ensuring a mobile phone is available for use by the named person usually the setting leader.
- Contact details are available. Each adult is responsible for their allocated children.
- Maintaining a register of all attending, checking children are present at regular intervals throughout the outing, as well as at the beginning and end.
- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment.
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers (no glass bottles).

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- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future arrangements.
- Ask parents / carers to provide suitable clothing (i.e. if wet please bring wellies, raincoat etc, if hot and sunny please bring sun hats and suncream) also a spare set of clothes for children.

## THE FOLLOWING PROCEDURES MUST BE CARRIED OUT IN THE EVENT OF AN EMERGENCY

- Immediate contact must be made with the rest of the group.
- Assessment of the emergency actions will be carried out.
- Contact with the childcare setting will be made.
- Where relevant the emergency services will be contacted.
- Where relevant the Parent/Carers will be contacted.
- Where possible the rest of the group will return to the setting maintaining staff ratios.

## IN THE EVENT OF A CHILD GOING MISSING DURING AN OUTING

- Immediate contact will be made with the rest of the group.
- The children will be grouped together.
- The management will take lead professional role.
- The children will be counted and the register called.
- Contact with the childcare setting will be made.
- Two members of staff will leave the rest of the group to search the surrounding area.
- After 10 minutes the emergency services will be contacted.
- Parents/Carers will be contacted as soon as the police have been contacted.
- All other children will be returned to the childcare setting.
- Spare staff will remain to search the area.

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