



## **Pixies Outings Policy & Procedures**

This document is produced for staff working with the children at Pixies and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes apprentices and trainees.

### **Aims**

The aims of this policy are to promote good practice, to achieve the safeguarding of children who at any time come under the care of Pixies whilst away from the premises. To protect all employees, students and others who work with children attending the setting.

### **Principles**

The welfare, safety and protection of children are paramount.

### **Implementation**

The Registered provider has overall responsibility for ensuring that this policy is implemented. All other staff should co-operate with their employer and senior staff in carrying out this policy.

### **PROCEDURES**

All staff undertaking an outing or short trip with one or more child/ren should ensure that risk assessments have been completed for their destination before leaving the premises.

This should involve prior consultation with the person in charge and may involve additional actions prior to the day of the proposed outing.

### **Permission**

Before taking children off the premises, it is important to ensure that written permission to do so is sought from a parent / legal guardian.

- Daily and local trips such as to the park/museum/beach or shops. Parents will be asked to sign a form giving permission for this kind of outing when their child is first admitted to Pixies. It will not be necessary to obtain permission again in these circumstances.
- Longer day trips and some other outings may require additional written permission from a parent / legal guardian, specifying the date and destination of the outing. Full details of the proposed trip should be given to the parent / carer in advance. Where a parent does not give permission, the child in question should remain at Pixies in the care of a member of staff if practicable.

### **Staff**

Staff/child ratios should always be maintained on or off the premises.

There should be a minimum of 2 staff on any outing where there are more than 3 children in a group. On outings, where possible it may be appropriate to exceed the staff ratios, particularly if using public transport. Volunteers/students may be invited to accompany the group to increase adult supervision/escort, however, they should not be regarded as substitutes for staff nor included in staff/child ratios. Volunteers/students should not be left unsupervised in charge of children.

Appropriate staff/child ratios are as follows:

- Under 2 yrs. 1 staff for every 3 children
- 2 – 3 yrs old. 1 staff for every 4 children
- 3 – 5yrs old. 1 staff for every 8 children

Consideration is to be given to any Special Needs, and if appropriate, additional adult assistance should be sought to enable individual escort.

Where a member of staff is required to take a child to the toilet or to leave the main group for any other reason, consideration must be given to time/distance away from the rest of the group to maintain safe ratios. If necessary, the whole group may need to accompany the relevant staff member to ensure safe practice.

## **Transport**

The following considerations should be given to the use of transport.

Vehicles should be suitable for the safe transport of children and adults.

Vehicle must have appropriate insurance, MOT certificate and road tax.

Appropriate safety belts/ harnesses should be used.

Drivers must be suitably qualified and insured to drive to the vehicle.

When using Public Transport, staff must be aware of emergency exits and procedures. Staff must ensure that children are travelling in a suitable and safe mode, particularly if seat belts are not available.

## **Resources and Equipment**

For outings, the following equipment should be taken.

- All children should be wearing a Pixies' high visibility tabard before leaving the premises. Wrist straps and/or a body harness should be used as appropriate, particularly for children aged 2yrs and under. Any ID information displayed or attached should be restricted to that of Pixies and not the child.
- First Aid kit.
- Contact telephone numbers for parents/carers.
- Mobile telephone with Camera, to record events & experiences (appropriately charged), or suitable phone card for use in emergency.
- Change of clothes/nappies and associated items.
- \*Refreshments.
- \*Means of payment where appropriate.  
(\* May only be required on longer outings such as full day trips or when using public transport)

## **Other considerations**

- Staff should ensure that their intended venue is suitable and caters for pre-school age children. This may involve staff making a visit to the venue prior to the arranged trip to carry out a risk assessment. Consideration should be given to the ages and abilities of the children in the group in relation to the location and type of outing.
- Staff should inform themselves as to the facilities available, locating toilets and rest areas on arrival. They should organise their time to allow for rest and refreshment, ensuring that time for travelling to and from the destination is included in their outing plan.
- Where a parent/ carer does not wish their child to attend the outing, their wishes should be respected, and alternative arrangements made for the care of the child. Every effort should be made to accommodate the child at the setting in the first instance, however, this may on occasion require the parent/ carer to make their own arrangements for the child to be cared for away from the setting.
- If a parent is not happy with outings in general or does not wish their child to leave the premises at any time, it may be appropriate to suggest that they seek an alternative setting for their child as Pixies' daily routine involves outdoor experiences away from the premises.