

Safeguarding- Health and Safety

Trips and Outings Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:65

'Children must be kept safe while on 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.'

Purpose of the Policy:

The purpose of this policy is to set out the procedure that the Family Centre will adhere to when planning and providing trips and outings. The Family Centre provides trips and outings as they are an important learning experience. The Family Centre Manager is responsible for the approval of all visits, and each Family Centre has a designated Educational Visits Co-ordinator.

The Coordinator carries out tasks as required by the Family Centre Manager to assist with ensuring BMBC and Family Centre policies and procedures are met, including those required by the Evolve system.

We aim to:

- Provide educational trips and outings which enhance children's learning and experiences.
- Follow trip/outing guidelines set out by the Local Authority to keep children safe whilst accessing a trip/outing.

What parents\carers should do:

- Provide written consent that your child can attend local visits through your Parent/ Carer contract.

- Provide written consent for additional visits that the setting informs you about.
- Ensure the setting has up-to-date contact and medical details for your child, prior to the visit.
- Accompany your child on a trip/outing if required
- Provide their own seat for this purpose and discuss with the family centre where this would be a barrier to participation.
- If you do not have access to a car seat you must sign a disclaimer to indicate that you are aware that although you do not need to provide one by law, the Family Centre would always advise that when children are travelling in a vehicle they are fastened into the most appropriate seat with a secure belt or restraint.

What we will do:

- Seek written permission from parents/carers before children take part in trips/outings either through the Parent/Carer Contract or on an individual basis.
- Assess trips/outings to ensure it is an appropriate learning experience.
- Carry out a risk assessment of the trip/outing which includes; an assessment of the required adult: child ratio, addresses the medical needs of children taking part and includes a contingency plan.
- Collate the contact details and medical information held by the centre, of those children accessing outings and ensure they are available to staff accompanying the trip/outing.
- Create a plan for the day's activities and keep in regular contact with the Duty Manager at the Family Centre as agreed throughout the day.
- Carry out regular headcounts throughout the trip/outing recording the details on the risk assessment where practicable.
- Provide a member of staff with appropriate first aid training, a first aid kit which will include as a minimum a person trained in paediatric first aid.

- Take contact numbers, a first aid kit, the designated mobile phone (fully charged) and an emergency kit on trips/outings. Contents of the kit will be identified through the trips and outings risk assessment and must include two designated mobile phones in accordance with the Family Centre's Missing Child and Mobile Phone/Photographic equipment policies.
- Use Contractors Health and Safety Assessment Scheme (CHAS) approved transport companies wherever possible but if they are not used and staff are driving BMBC vehicles, records must be kept which includes insurance and MIDAS status and driver details.
- Only use coaches with 3 point seat belts, and all passengers must use them (adults and children)
- Make sure all children up to 135cm use an appropriate car seat/booster and seat belts when travelling on coaches.
- Loan a small number of booster seats for use for children under 135cm at manager's discretion.
- Ask parents who do not have access to a car seat to sign a disclaimer to ensure they are aware of the advice of the Family Centre.
- Ensure staff do not use their own personal vehicles to transport children or adult service users.

Car Seat/Booster Disclaimer

Name of Trip.....

Name of Family Centre.....

It is Family Centre Policy that all children taking part in a trip or outing which requires travel on a coach or minibus should be seated in a coach seat with a car seat or booster if necessary, appropriate for their age, height and weight. The child should also be fastened into the seat with the appropriate restraint.

Although the law doesn't cover public transport it is recognised by the Royal Society for the Prevention of Accidents that 'all passengers are strongly advised to wear seat belts or the correct child seat on all journeys'.

As the use of car seats and booster is not a legal requirement on coaches if you do not have or car seat or booster we will not exclude you from the trip but you will need to sign the disclaimer below:

I understand the Family Centre Policy on trips and outing but I will not be providing a car seat or booster.

Name of Parent.....

Signature of Parent/Carer.....

Date.....