



Health and Safety – Outings

Taking Children off the premises

- Parents sign a consent form when their child starts, giving consent for local short outings and are informed about outings procedures
- Parents sign consent forms for large outings and trips that are specific to that event
- A minimum of two staff accompany children on outings
- Children are taken out at a ratio of 1:2 for babies in buggies, some disabled children and children up to 3 years. Older children are taken out at a ratio of not more than 1:4 depending on the risk assessment findings
- Children are designated to each member of staff/volunteer; they are responsible for supervising their designated children for the whole trip
- Parents accompanying staff on outings are responsible for their own children only.
- Parents who have undergone vetting as volunteers may be included in the ratio and have children allocated to them
- Members of staff do not take children out with them on their own trips to shops or bank
- A mobile phone and small first aid kit is taken out
- Members of staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes as needed for the children going out and the length of time they will be out for
- Sun cream is applied as needed and children are clothed appropriately for the type of outing and weather conditions
- Children wear badges with the name and number of the setting on (NOT the child's name)
- Members of staff count off their designated children frequently and hold their hands when on the street and crossing the road
- When the whole setting is on an outing, members of staff take emergency contact details, children's medication and any additional equipment that may be required for individual children

An outings record is kept in each room, this records:

- Date and time going out and returning
- Venue
- Names of staff and children allocated to each staff
- Mode of transport being used (if applicable)

Venues

Local venues used regularly are 'risk assessed'; pre-visits are made where possible to look at the health and safety aspects and this is recorded on a risk assessment form. For trips where pre-visits are not possible the setting would call and ask for the destination's risk assessment for young children.

Transport

- If coach /bus transport is required for an outing the setting hires a minibus for Somerset County Council Youth Service.
- The manager will ensure that all safety legislation regarding children on minibuses is complied with
- The maximum seating capacity of the coach or minibus is not exceeded