



# Health & Safety Outings & missing child

## Contents

<b>Reviewed</b> .....	1
Outings .....	2
Child going missing policy .....	2
Preventive systems .....	3

## Reviewed

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## Outings

At Lilly Brook Pre-school we feel it is important to provide opportunities for children to take part in outings so they can further develop their knowledge and to ensure every child has access to the same opportunities in life.

Trips can include trips on foot, i.e. visits to the local park, the library, local markets, local café's, vets, elderly care homes and places of interest.

All procedures must be followed prior to an outing.

- A full outings risk assessment must be completed and signed off by the manager before the trip is given a date to go ahead.
- written permission from all parents/carers is obtained prior to the outing.
- staffing ratios must be always maintained.
- young children will be pushed in pushchairs and older children may be able to hold onto the pushchair handles if deemed able.
- all children contact/emergency contact information must be taken on journey and mobile phone for contact from parents.
- Parents must be informed of leaving times and return times and updated of any changes to the timings due to delays etc.
- at least 1 first aider must be present and have a suitable, complete first aid box with them always.
- any child who has a health care plan must have their health care plan documents, along with any medication/asthma pump / EpiPen's if needed.
- A member of staff is to carry the pre-school mobile phone which must be fully charged and have enough minutes/credit in the case of emergencies.
- At no time whilst on an outing must a member of staff use the pre-school mobile phone to make or receive a personal phone call.

## Child going missing policy

This very rarely happens but complacency is a hazard we must avoid at all costs.

The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are at all times.

Security and the child' safety are the utmost importance at the pre-school. In the rare event a child is reported missing the following actions will be followed:

- Staff will remain calm!
- One member of the staff will watch over the rest of the children in a safe place with minimal disruption whilst others search the immediate and surrounding areas. The most senior member of staff will assign others to cover all possible areas.
- All "hideaways" will be explored such as house area, toilets, sleeping areas, shelves of toys, under tables.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent / carer will be contacted.



- The parents will be informed every ten minutes of progress.
- On the arrival of the emergency services and the child's parent / carer the Manager will be responsible for informing them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This will then be put into a report by the manager and sent to Ofsted.

## **Preventive systems**

Preventative measures put in place to minimise the risk of children going missing:

- Front door locked, with a latch.
- Secure windows.
- Vigilant staff - if there is a stranger approaches the pre-school children to be sent inside.
- Strangers asked why they are on private property. They will be asked to leave; police will be called if they are suspected to cause a danger.
- Children counted at regular intervals. Numbers are called out to all staff for awareness of how many children are present in total.
- Staff are required to register the child's arrival and departure.
- All staff to be aware of number of children present at school.
- Key People of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are always made aware of the need of supervision of children especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Risk Assessments
- Staff aware of weakness points and are given responsibility of overseeing the garden fences, securing fences, ensuring the gates are closed.
- Children are always counted before going out to play and again when they are lining up to come back indoors.
- A member of staff will always be at the end of the line to ensure no children are left outside.