



Saint Augustine's Priory Prep and Pre-Prep Outings Policy –EYFS and Key Stage One

Philosophy

When taking children on outings it is essential that proper planning is done to ensure the enjoyment, full learning potential and safety and welfare of all children involved. On school outings every care is taken to ensure that the children are accounted for at all times.

Aim

We endeavour to organise outings to fit in with the interests and needs of the children, and ensure that we have the necessary equipment and resources to keep them safe. The children's welfare and safety is of the utmost importance.

Implementation

We ensure that the outing is approved as set out in the school's Trips and Outings procedures and that all steps have been completed.

If we are planning to take the children on any trips or into any environments that are unfamiliar to us, we carry out a planning visit and do a risk assessment in advance so that we are aware of potential hazards.

We obtain written parental permission for all routine and special outings. We provide parents with information of any planned trips- place, date and timings of visit, activities scheduled for the visit.

We use the school's approved coach firms who are pre-approved and adequately insured. We ensure that we request a coach with appropriate safety belts for our children. Booster seats are used for the youngest/smallest children as appropriate. We ask for the name of the driver. We ensure each child is securely strapped into their seat at all times and that the maximum number of passengers for the coach is never exceeded.

We ensure that we have the recommended adult-child ratio suitable for each particular outing and allocate each child a designated adult for the outing.

Reviewed January 2017

We specify that children should wear School or Nursery uniform when going on outings so that they can be easily identified.

We ensure that there is always at least one member of staff on the outing who holds a current paediatric First Aid qualification.

We register the children at the beginning of the session, before they leave school and on return. Headcounts are made when they get on and off the coach, on arrival and before leaving the venue, during meal breaks and toilet breaks.

Only staff members accompany children to the toilets. Parents or volunteers are never left unsupervised with children. We ask parents and volunteers to read our safeguarding code of conduct for visitors and to sign that they have read it and agree to follow procedures before the trip.

We ensure that we take with us everything we may need: emergency contact details for the children, individual descriptions and photographs of each child, school telephone number, First Aid Kit (including any special medication required by any individual child and list of allergies), spare clothes, charged school mobile phone, drinks and a healthy snack/lunch.

In the unlikely event of a child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that (mindful of the need for the required adult supervision ratios to ensure the safety of the other children).
- The teacher (group leader) contacts the venue security who will assist in the search.
- Circulate description of missing child (see Appendix 1 +2).
- The Teacher(group leader) contacts the police and reports the child as missing and will act on their instructions. The police then take over the search.
- The teacher (group leader) contacts school immediately and the incident is reported.
- The Head-teacher contacts the parent, who makes their way to a venue agreed by both parties.
- Staff take the remaining children back to the school as advised by the police and

Reviewed January 2017

Head-teacher.

- The Proprietor, Governing Body and Safeguarding Committee are informed by the Head-teacher.
- ISI and Ofsted must be informed in writing as soon as is reasonably practicable, but always within 14 days of such an incident occurring.

The Investigation

- The Teacher(group leader) together with the Head-teacher speaks with the parent(s).
- The Head-teacher carries out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the incident.
 - What staff/children were in the group/outing and the name of the staff member designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing including conversations and police advice.
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened and a Risk Assessment is undertaken to avoid reoccurrence.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Services may be involved if it seems likely that there is a Safeguarding issue to address.
- Where applicable, the incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, the relevant body would be informed in writing by the Head-teacher, for example ISI and Ofsted.

Reviewed January 2017

- The insurance provider is informed.

Managing people

- Missing child incidents are a cause for concern for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing.
- They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may feel afraid. It is important to ensure that staff under investigation are not only fairly treated but receive support – such as counselling- while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Group Leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Group Leader and the other should be the Head-teacher. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. The Head-teacher and Governing Body will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice from the Head-teacher.

Documents Referred to:

Statutory Framework for the Early Years Foundation Stage –September 2014

Pre-School Learning Alliance –Policies and Procedures for the EYFS –Missing Child 2008

Ealing Child Protection Procedures – ESCB 2014

See Appendix 1 - Missing Child Procedures

See Appendix 2 –Description Form

Reviewed January 2017

Missing Child Description Form –Preps

Name of child:

Answers to name of:

Date of Birth:

Height:

Hair colour:

Hair length:

Build:

Eye colour:

Clothing: (tick as required)

Tunic –dark blue and green tartan

Shirt – white open-neck /Roll-neck top –white

Cardigan – navy v-neck school crest left-hand side

Hat –straw boater with blue and white striped band

Hat – navy with blue band and school crest

Summer dress – blue and white striped

Tights /Socks –colour?

Shoes – colour?

Coat – navy blue wool /Raincoat – blue

Significant Information :

Reviewed January 2017

Missing Child Description Form -Nursery

Name of child:

Answers to name of:

Gender:

Date of Birth:

Height:

Hair colour:

Hair length:

Build:

Eye colour:

Clothing: (tick as required)

Navy blue jogging trousers

Navy blue sweatshirt with school crest

White short-sleeved polo shirt with school crest

Hat –navy blue beanie with school crest/white sunhat/ other – colour?

Navy blue cardigan –v-neck school crest left-hand side

Summer dress – blue and white striped / Navy blue shorts

Tights /Socks –colour? Shoes – colour?

Coat – colour?

Significant Information: