



**London Borough of Waltham Forest**

# **Operational procedure for outings**

**Early Years, Childcare & Business Development Service**

LBWF Early Years, Childcare & Business Development Service have written this document to help you write an operational procedure for outings for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with SEND).

### **Aim**

To ensure that safety is your highest priority when you are both planning and taking children on an outing.

### **Points to consider**

An outing is any occasion you leave the premises where you provide childcare with at least one child being cared for. The children do not necessarily have to return to the premises (for example their parents may collect them from the outing destination; or you could be taking them to school or another childcare provider). If you are collecting children from elsewhere and bringing them into the childcare setting, this is not an outing.

- Ofsted no longer state that it is a requirement to obtain written parental permission for a child to take part in outings however; you need to consider whether you still wish to do this. Obtaining permission would highlight to parents about the outing and the risks involved and as they sign this document they would then be agreeing to their children undertaking the activity.
- How do you get written permission from parents to allow their child to go on an outing? Is it in writing, an email or a form?
- Do you keep records of vehicles and drivers including licences and MOT certificates? See vehicle records guidance document.
- Do you check contracted drivers or escorts are suitable if they have unsupervised access to children? See list of named driver's guidance document.
- Do you make sure you use harnesses, seat belts, child seats, booster seats and air bags correctly? Do you make sure you do not go over the maximum seating allowed? Look at the regulations for child restraints and seat belts: [www.childcarseats.org.uk](http://www.childcarseats.org.uk)
- Do you make sure your adult to child ratio takes account of the nature of the outing? This must be included in your risk assessment.
- It is a statutory requirement, EYFS 3.65, to assess the risks and hazards which may arise for children and you must identify the steps to be taken to remove, minimize and manage those risks and hazards. The assessment must include consideration of adult to child ratios.
- Who carries out these risk assessments and how often are they carried out?
- How are your risk assessments documented? They do not necessarily need to be in writing but this is for the provider to judge (EYFS 3.65).

- How do you make sure procedures are followed in the event of an emergency?
- Do you make sure you have access to a working mobile phone and will you have a signal during the whole journey and once you have reached the outing destination? You should make reference to your mobile phone use and use of staff personal mobiles at this point. Do you take essential records and equipment? For example, contact details for staff and children, first aid kit, medication, spare clothing and plastic bags.
- Do you check that insurance for private or hired vehicles covers business use? (Statutory Framework EYFS – 3.66)
- Do you make sure you can cater for different needs on outings? For example, children with disabilities and cultural requirements.
- Do you make sure that no child is left in a vehicle on their own?
- Do you make sure that you take care at times of particular risk, such as when children are walking or getting into or out of a vehicle?
- While operating a walking bus, do you:
  - o make sure the staff to child ratios are met?
  - o have a first aid kit and mobile phone available? Will you have a signal on the whole journey?
  - o make sure at least one member of staff on the journey holds a first aid certificate?
  - o make sure staff and children wear reflective jackets or reflective strips are used?
  - o provide torches for the winter months?
  - o make children aware of road safety? How is this updated in the event of a new child joining the walking bus?
  - o make sure that all children are supervised, for example, even the children at the site you are walking to?
  - o make sure that when you are collecting children from multiple sites, all of the above are covered?
- If you offer swimming as part of your program or you drop off children to swim during your session you must consider the following:
  - You must have a life guard on the side of the pool at all times,
  - Do you have an additional life guard in the pool?
  - Are you signing children over to another organisation? Do you physically sign them over? - Are they aware that they are no longer in your care? Are parents aware of this?

**Please note: if you are doing the above then Ofsted will see this as an outing and not part of the general day because you will be using other parts of the premises that are not registered, e.g. different part of school or leisure centre. Therefore you must carry out risk assessments:**

- You should carry out a risk assessment visit before you take the children. Risk assessments or risk benefit analysis should be carried out and fed back to all the staff. Any high risks should have be reviewed to ensure that staff support children in these areas.
- Sites should have their own risk assessments. Do you ask for these and where do you store them? How are their risks fed back to the staff? Do you record that all staff have read and understood the risks and benefits for an outing?

- What happens if a member of staff needs the toilet whilst out if they are looking after a group of children?
- What happens if a group of children have a male leader and girls in the group need to use the public toilets? What happens if there is a female leader and boys in the group?
- Do you check access to toilets when you carry out the risk assessment visit?
- Do staff fully understand their responsibilities, e.g. not letting children go into public toilet by themselves?
- What happens if a member of staff becomes ill on an outing? What is the procedure if a child becomes ill?

**Useful resources and websites**

- Health Protection Agency [www.hpa.org.uk](http://www.hpa.org.uk)
- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
- Direct gov travel advice [www.direct.gov.uk/en/TravelAndTransport/index.htm](http://www.direct.gov.uk/en/TravelAndTransport/index.htm)

**Please also refer to risk assessment guidance and samples on our website.**