**Outings Policy**

The children going on outings will always be given clear and concise information, regarding instructions and boundaries and what is expected of them throughout the day. Parents will be informed of all details regarding the outing, and an outings parental permission form will be required to be completed and signed prior to any outings. I also take into account any national or local COVID restrictions.

I will safely supervise children when we go on outings or trips, and undertake a risk assessment. I have wristbands for the children to wear when we go out which have my mobile telephone number printed on them incase of an unfortunate event of a child going missing.

I will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development. For example when we get to the park we will talk about where to go if they can’t see me and think that they are lost. I will also teach the children about stranger danger and shouting NO if they feel threatened. Older children could use their mobile phone to summon help or phone me if they were lost or worried.

Items that will be taken:

* Mobile phone (fully charged)
* First aid box
* Sun cream (if necessary)
* Sun hats (If necessary)
* Spare clothes for children
* Packed lunches (if necessary)
* Contact details
* Water
* Any relevant medication

**Procedure if a child is lost or goes missing**

In case of an unfortunate event of a child going missing in a public place the following procedure will take place:

* To remain calm at all times.
* Check the arranged meeting place and if unsuccessful a full search of the surrounding area will be carried out safely.
* Staff, wardens, security will be alerted
* Under no circumstances will any other children be left unsupervised.
* Children will be kept calm and safe at all times during the procedure.

If the search is unsuccessful in establishing the whereabouts of the child then:

* The emergency services will be called.
* The parent/s / guardian will be contacted immediately
* On the arrival of the emergency services, all the relevant information regarding the missing child and the situation will be passed on
* Inform Ofsted

In case of an unfortunate event of a child going missing on the premises the following procedure will take place:

* As soon as it is noticed that a child is missing a thorough search of the building and garden will be carried out.
* The register is checked to make sure no other child has also gone astray.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* If the child is not found, the parent is contacted and the missing child is reported to the police.
* The other children in the setting will be spoken to, to find out when and where the child was last seen and this will be recorded.
* The incident will be reported and Ofsted informed no later than 14 days, using their online reporting system www.gov.uk/guidance/report-a-serious-childcare-incident.