

## 14C EYFS Outings Policy

### Prep and Pre-Prep Outings Policy – Nursery and Reception

#### Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for lifelong effectiveness and success. As part of their journey, pupils will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above. To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

#### 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 organise outings for our Nursery and Pre-Prep children that will extend the learning that takes place in school and reflect their interests and needs. We ensure that we have the necessary equipment and resources to keep them safe. The children's welfare and safety is of the utmost importance at all times. Children learn best when they are healthy, safe and secure.

#### 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 risks or hazards. We adhere to safety guidance and regulations as specified by the venue. Risk assessments are checked and signed in advance of the trip, in accordance with school policies and procedures and current Government legislation and guidance.

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 ensure that we have the recommended adult-child ratio suitable for each particular outing and allocate each child a designated adult for the outing. We identify a Group Leader who conforms with EYFS Suitable Person requirements and knows the cohort of children on the trip in detail. Other staff members who work regularly with the children also accompany the trip. The Group Leader takes overall responsibility for the planning and implementation of the outing in accordance with school policies and procedures, including rigorous risk assessment.

Unless walking to a very local venue, we use the school's approved coach firms who are pre-approved and adequately insured, asking for the name of the driver who is never included in the staff ratio. We ensure that we request a coach with appropriate safety belts for our children and that booster seats are used for the youngest/smallest children as appropriate. 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 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.

Children are supervised constantly during the outing, including whilst they are eating.

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.

The designated group leader is the last to leave the venue, or transport being used, conducting a 'safety sweep' before during and after the outing.

### **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 Head-teacher.
- The Proprietor, Governing Body and Safeguarding Committee are informed by the Head-teacher.
- ISI and Ofsted must be informed in writing of the incident and of the action taken 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.
- 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.
- 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 – November 2024

See Appendix 1 – Preps and Pre-Preps Missing Child Description Form

See Appendix 2 – Nursery Missing Child Description Form



## Appendix 1

### Missing Child Description Form – Preps and Pre-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:



## 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: