



PHOENIX HOUSE MONTESSORI NURSERY SCHOOL

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Outing and Lost child policy:

Outings Policy;

At Phoenix Montessori Nursery we aim to ensure all children are taken out of the premises at least once a month; in accordance to our theme and more during the summer period; to local parks and Clissold paddling pool.

We aim to provide garden play on a daily basis for the children during the year; in winter periods we will not take the children out during very windy and wet weather; however children will be taken out when it snows for a short period of about 10-15minutes. We do request that parents keep a rain coat at the nursery in case the weather changes.

All themed outings are planned in advance and staff members at Phoenix complete a Risk assessment form and provide parents with letters requesting written permission; with spontaneous trips we complete a risk assessment and obtain parent signatures providing the staff at Phoenix permission to take them out at short notice; this only applies for local trips within the community.

For all outings the following procedures must be followed:

- Written permission from parents/carers is obtained for outings when a child first joins the nursery; this is to be updated on a six monthly basis.
- Staffing ratios must be maintained; babies and toddlers are 1:2 and pre-school are 1:3 when out of the setting.
- Additional staff/volunteers will accompany the outing when available to increase the ratio.
- The first aid pouch must be taken and staff are trained First aiders.
- The nursery mobile is taken on trips; with parents contact details. Staff are fully aware of each child's individual dietary requirements and allergies.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing.
- Supply of nappies and wipes should be taken and it should be established prior to the outing that there will be facilities to cater for changing children.
- Drinks must be provided at similar times to those in the nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- All children should have spare clothing and must have their phoenix bag as a form of identification.

Risk Assessment:

A comprehensive risk assessment is carried out by the team before the proposed visit; this is checked by a senior / competent employee and then signed by management to provide permission for the outing to take place. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Procedures where a child is lost on an outing;

If the Nursery's policies and procedures are being observed the likelihood of a child being lost is small. Very occasionally a child may become separated from the group on an outing or become lost. With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing.

If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group. A senior member of the team will allocate her children to other staff members and then being looking for the child; the senior will inform the venue so that they can support in the search. The Nursery manager will contact the parents immediately. The police will be informed and all the children will be returned to the Nursery. At the end of the day the managers will complete an incident report.

Within the setting:

Children's safety is maintained as the highest priority at all times both on and off the premises.

- We will take the register twice during the day to ensure no child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out; we have placed safety gates by each class room door entrance to prevent this and require all staff, parents, carers and visitors to close the gate after them.
- Setting leader calls the police and reports the child as missing and then calls the parent.
- The setting leader will carry out a thorough search of the building and garden.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.

The investigation process:

- Staff keep calm and do not let the other children become anxious or worried.
- The setting leader will contact the manager who will speak to the parent(s).
- The manager will carry 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:
 1. The date and time of the report.
 2. What staff/children were in the group/outing and the name of the staff designated responsible for the missing child

3. When the child was last seen in the group/outing?
 4. What had taken place in the group or outing since the child went missing
 5. The time that it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
 - 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 Care may be involved if it seems likely that there is a child protection issue to address.
 - 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, Ofsted is informed.
 - The insurance provider is informed.

Revised: February 2017