**Busy Bodies Child Care Centre Ltd**

**Outings and Missing Child on an Outing Policy**

Busy Bodies recognises the value of the outings to children’s learning. Outings enhance and reinforce in a practical way what the child is learning in the setting. Outings are planned with the child’s safety and well-being as a top priority. Risk assessments are conducted prior to any outing. The risk assessment will determine appropriate staff ratios. Steps will be taken to minimise any identified risks. Preparation prior to the visit will include a method of easy identification of children form the setting. Discussions with the children will be held to inform them about how to stay safe. First aid equipment is taken, emergency contact numbers and the mobile phone will be taken. A consent form must be signed by the parent /carer in advance to any trip. Other equipment will include spare clothing, nappies, wipes, bags, sick bucket / bag, accident book, snacks and water. The safety and well-being of all children is paramount and the children are closely supervised whilst away from the setting whether this is local or further away. The setting has a detailed procedure to follow in the unlikely event of a child going missing.

Procedure

Adults are aware of whom they are responsible for and children know which adult they are with. We will meet at regular intervals during the day. Adults know what the plan of the day is. If a child does go missing on an outing an immediate search will be conducted. If the child is not found within 10 minutes the police and child’s parents/carer will be contacted, the officer in charge will do this. Other members of staff will supervise and reassure the other children. Ofsted will be informed and have a report of the full incident and also the insurance company in case of a claim. After the event an investigation into what happened will be conducted and how this could have been avoided. There will be an evaluation of the search procedure to avoid a recurrence. Feedback will also include safety measures that will be implemented on outings to prevent any similar incidents in the future.

Busy Bodies will only use transport that is safe and fit for the purpose and adequately insured. Parents / carers if necessary will provide the correct car seats. If we are walking then the best and safest possible route will be planned.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….