



## Off Site Activities Policy

### Rationale

Outings offer children valuable fresh air and exercise as well as enabling them to experience what the community has to offer. I am committed to providing a variety of outings for minded children and aim to keep them safe at all times whilst on outings. The aim of this policy is to ensure the safety and well-being of the childminder and the children under her care, and any accompanying parents/carers or other suitable adults when undertaking activities off site.

### Procedure

- Prior consent must be obtained from parents for any planned off site activities. Parents may be asked to provide additional items to ensure safe participation of the activity at the time consent is sought.
- A child that does not have the required consent will not be allowed to participate in the planned off site activity.
- On outings, we may be walking, travelling by public transport, or by car. Children are always transported safely and appropriate buggies, car seats and walking reins are used where appropriate. I aim to keep all children within sight or hearing at all times to prevent them becoming lost. In the unlikely event of a child becoming lost, I will follow my lost child policy.
- I hold appropriate car insurance and the car is kept in roadworthy condition, with full MOT, breakdown cover and with tyre pressure regularly checked. If your child is transported by any other driver in their own vehicle or my own, I will check all the above and that they have age appropriate car safety seats.

- The childminder will take a register prior to leaving the premises, during the activity, on departure of the activity and on return to the setting.
- In the event of parents collecting their child from the activity site the childminder will follow the, Collection Policy's procedure and ensure that the parents or nominated person signs the, Signing in/out sheet at the time of collection.
- The childminder will supervise the children under their care at all times.
- Head counts will be taken by the childminder at regular intervals for the duration of the activity
- Children will wear wrist bands detailing the childminders contact details. This is recorded and risks associated with activity (lost child) are mitigated in the activity risk assessment.
- The childminder will either instruct the children in their care to hold hands with a partner, use wrist harnesses if appropriate, ask a child to hold their hand or the handle of a pram/pushchair
- The childminder will ensure that the children stay together as one group at all times.
- Where appropriate, younger children will be kept in a pram or pushchair using the harnesses which will be fitted according to the manufacturers' instructions.
- The childminder will support a child if they are putting themselves or others in danger.
- All incidents or accidents must be recorded in the, Accident, Incident and medication folder on return to the setting and procedures followed in the Accident and Emergency Policy.
- Record any administration of medicines administered to a child when off site.
- Parents will be responsible for providing their child with suitable clothing, footwear and protective clothing for the planned off site activity. Please refer to the, Adverse Weather Policy and the Sun Protection Policy
- The childminder will ensure that children understand, (appropriate to age) and comply with any safety rules when visiting an organised activity or club.
- The childminder will not permit children to enter any body of water, including large surface rainwater collections and will appropriately support a child in the interest of their safety. When planning an off-site activity childminder/s will ensure that where the site to be visited has a body of water, that risks associated with water are mitigated in the activity risk assessment.
- The childminder reserves the right to ask a parent/carer to collect a child from the off-site activity for reasons of safety including failure to comply with reasonable safety rules or uncontrollable behaviour that places the group at risk.
- The childminder will ensure that signing in/out sheet, register and medical / emergency contact records are returned to their normal storage.

- Any safety wear /equipment, the first aid kit, pram/pushchair must be checked, cleaned and safely stored after use.
- Medicines should be stored securely or returned to parents at collection time. Please refer to the, Administration of Medicines Policy.

***Items to be taken with childminders off site for planned activities:***

- Fully charged mobile phone with parent/carer contact details
- Portable first aid kit suitable for the size of the group
- Appropriate medication and any prescribed medicine of individual children, and which may include inhaler for asthma, epi-pen / anti-histamine tablets for sensitivity/ allergy. Any medication must be clearly named and held in a secure container.
- Emergency contact details of each child and details of any known medical alerts.
- Refreshments
- If taking food off site it must be kept in a cool bag with ice blocks to keep it cold until it is ready to be eaten
- The childminders will take personal care items and individual child's nappy bag (if appropriate) in sufficient supply to ensure the personal hygiene of the children for toileting and when eating or drinking.

**Lost Child**

The childminder will take all reasonable steps to prevent a child leaving an offsite activity unsupervised.

The childminders will follow the policy's procedures to keep children safe during off site activities.

**Procedure**

In the event that a child is lost off –site the childminder/s will;

- Check the immediate area, all other areas of any premises and their outdoor spaces.
- Where the activity is at an organised setting, childminders may ask for assistance to search for the child particularly in areas where public admittance is prohibited.
- Ensure the safety of and give reassurance to the other children in their care whilst the incident is managed

- The childminders will contact the parent/s concerned immediately after the check has been completed.
- The childminder will notify the police for assistance and follow any reasonable advice/instruction given by them.
- The childminders will record the incident in the Accident, Incident and Medication Book.
- The childminders will notify Ofsted and will comply with any requirements.
- Report the incident to the settings insurance company of the situation.
- Review the risk assessment for the activity and to record any identified risk and /or action taken

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| Date policy was written                        | June 2019 |
| Policy review date                             | June 2020 |
| Action/Amendments to be taken following review |           |