



## Outings, Visits, and Missing Child Policy at Little Hearts Preschool Cranleigh

At Little Hearts Preschool Cranleigh, the safety and well-being of our children are of paramount importance, especially during outings and visits. We adhere strictly to statutory requirements set forth by UK regulations, including the Early Years Foundation Stage (EYFS) framework and guidelines from Ofsted and local authorities.

### **Outings and Visits:**

- **Staff-to-Child Ratios:** For local outings, we maintain a minimum staff-to-child ratio of 1:4 for children under 3 years old and 1:6 for children aged 3 and above, in accordance with EYFS guidelines.
- **Parental Consent:** Parents are required to sign consent forms prior to any major outings that involve leaving the immediate community. This ensures that parents are fully informed and have agreed to their child's participation.
- **Risk Assessments:** A comprehensive risk assessment is conducted before any outing. This includes a pre-visit to the location by a staff member to identify potential hazards and plan accordingly.
- **Child Supervision:** Each child is assigned to an individual staff member to ensure personalized supervision. This strategy helps prevent any child from getting lost and restricts unauthorized access to children.
- **Outings Record Keeping:** All outings are meticulously recorded in an outings record book, detailing:
  - The date and time of the outing.
  - The destination and mode of transport.
  - Names of staff members assigned to specific children.
  - The expected and actual times of departure and return.
- **Essential Supplies:** Staff carry a mobile phone, tissues, wipes, spare clothing, a mini first aid kit, and water during outings. The quantity and type of supplies are tailored to

the nature of the outing and the number of children involved.

- **Regular Headcounts and Registration:** Headcounts are performed regularly:
  - Before leaving the setting.
  - Upon arrival at the destination.
  - Before departing the destination.
  - Upon returning to the setting.
- All times and headcounts are documented to ensure accountability.
- **High-Visibility and Identification:** Children wear high-visibility vests and contact stickers during outings to enhance their visibility and provide immediate contact information in case of emergencies.
- **Stranger Danger Briefings:** Prior to outings, children receive age-appropriate briefings on "Stranger Danger" to educate them on how to respond to unfamiliar individuals and situations.
- **Photographic Records:** A current photograph of each child is taken using the setting's camera before the outing. This measure assists authorities in the unlikely event of a child going missing.
- **Special Educational Needs (SEN):** Children with complex SEN requirements are provided with one-to-one support during outings. In some cases, this may involve requesting parents to accompany their child to ensure adequate care.
- **Transport Records:** Detailed records of any vehicles used, including driver names and proof of appropriate insurance coverage, are maintained in compliance with statutory regulations.

### **Missing Child Procedures:**

#### **In the Setting:**

- **Immediate Search:** The most senior staff member conducts a thorough search of the building and outdoor areas as soon as a child is reported missing.

- **Register Verification:** The room leader verifies the register to confirm that no other children are unaccounted for.
- **Security Check:** All doors and gates are examined to identify any breaches that may have allowed a child to leave unattended.
- **Staff Consultation:** The person in charge consults with staff to gather information on the child's last known whereabouts and activities.
- **Emergency Services Notification:** If the child is not located within 3 minutes, the police are contacted immediately, followed by the child's parents.

#### **During an Outing:**

- **Immediate Response:** Upon noticing a missing child, staff conduct an immediate headcount to ensure no other children are missing.
- **Localized Search:** The senior staff member searches the immediate vicinity without venturing too far from the group.
- **Group Safety:** Remaining staff members stay with the children at a designated meeting point until the situation is resolved.
- **Emergency Services Notification:** If the child is not found within 3 minutes, the police are notified. The deputy-in-charge remains at the scene until authorities arrive.
- **Parental Notification:** The person in charge contacts the child's parents, advising them to proceed to the setting or the outing location as appropriate.
- **Comprehensive Investigation:** Management conducts a detailed investigation, collecting written statements from all adults present. Statements include:
  - The date and time of the incident report.
  - Names of staff and children involved.

- The last known sighting of the child.
  - Activities undertaken leading up to the incident.
  - Estimated time the child went missing.
- 
- **Collaboration with Authorities:** In cases warranting police investigation, all staff fully cooperate. If there is a potential child protection concern, Social Services may also become involved.
  
  - **Regulatory Reporting:** The incident is reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and documented in the incident book. The local authority health and safety officer may investigate and determine if prosecution is necessary.
  
  - **Ofsted Notification:** As required by statutory regulations, Ofsted is informed promptly of any such incidents.
  
  - **Insurance Notification:** Our insurance provider is notified to ensure all procedural and legal requirements are met.

By implementing these stringent policies and procedures, Little Hearts Preschool Cranleigh ensures that all outings and visits are conducted safely, responsibly, and in full compliance with UK statutory requirements. Our commitment to thorough planning, vigilant supervision, and prompt response mechanisms reflects our dedication to the safety and well-being of every child in our care.

---

Updated 10 Aug 2024



