

## OUTINGS AND SPECIAL EVENTS POLICY

### ANIMALS IN THE SETTING

- Children learn about the natural world, its animals and other living creatures as part of the EYFS, so we encourage contact with animals and other living creatures in setting where possible
- In cases of animals coming into the setting, we ensure hygiene and safety procedures are followed as usual, and encourage additional precautions where necessary e.g. extra hand washing
- Sally Wingham will carry out a risk assessment
- We take account of the views of parents/carers, staff and children if selecting an animal or creature to keep as a pet in the setting
- In this instance, we provide; suitable housing for the animal or creature which is cleaned out regularly and kept in a safe, suitable place, correct food and weekend / holiday care when needed
- Children are supervised whilst handling animals or creatures, and encouraged to be gentle and behave appropriately around them
- Any animal or creature visiting the setting remains the responsibility of the owner

### OUTINGS

- Parents sign a general consent via our Registration Form for their children to be taken on outings, which may be in the form of walking, or in private or hired vehicles
- We use this general consent to allow us to take the children off site for casual, sometimes spontaneous, outings, which may include but is not limited to; use of school facilities such as trim trail, walks to the park, walks to the library etc.
- Additionally, for pre-planned, larger excursions, separate booking forms with further consents are completed for that specific outing
- Parents/carers may be invited to join their child on excursions. In situations where parents/carers do not attend, we will try our best to accommodate the Keyperson or buddy attending
- Risk assessments for venues are completed if we haven't visited before
- Adult:child ratios are higher than usual to allow for additional safety precautions. We will decide the ratio to be used when we know the mixture of children attending, taking into account their ages, needs and abilities
- Staff will be allocated specific children and remain responsible for that group for the duration of the outing
- Staff take the setting mobile phone, a register of children present with emergency contact numbers, and supplies such as tissues, dry pants, first aid kit etc.
- A minimum of 2 staff will attend any outings, in uniform. At least 1 member of staff will hold current paediatric first aid training
- Children unaccompanied by parents/carers will not be permitted to eat whilst traveling in vehicles
- When handling animals or other living creatures, children are encouraged to wash their hands afterwards
- In the event of an accident or incident, such as a missing child, usual procedures would be followed
- Wherever possible, we will have already settled any outstanding monies owed for the cost of venues and travelling, prior to departure, to avoid extra burden on the staff attending
- We only use reputable companies in sourcing any travelling requirements
- In the case of using our company owned vehicle for an outing, we will ensure it is adequately fuelled. It is appropriately insured and serviced as standard practice, and has breakdown cover in place. Drivers meet all relevant criteria, and we adhere to up to date legislation and guidance on child safety, including the use of car seats

### MISSING CHILD

Please refer to our 'Collections and Missing Child' Policy.

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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 13<sup>th</sup> June 2018. Latest date to be reviewed: 31<sup>st</sup> August 2019.

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

*S. Wingham*

Sally Wingham, Director

*L. Baverstock*

Lara-Jane Baverstock, Director