



Outings Policy

Aim of the Policy - Kids Allowed Outings Policy is in place to give guidelines for the safety and security of the children during off site visits.

To extend the experiences and curriculum provided within each Kids Allowed Centre, children may participate in off site visits. These visits are usually in small groups to places of interest which complement the learning taking place each day within the Centre. Permission for a child to go off site is requested during the admission and settling in process and can be reviewed at any time by the parent. Once given, parents are not required to provide any further permission, although a member of the Management Team (Centre Manager/Unit Manager) must sign the Outing form in acknowledgment of the team and children leaving the Centre.

Kids Allowed respects the decision of any parent who does not wish their child to be taken off site or on an outing.

When taking children off site the following will apply:

- There are a number of Outing Risk Assessments available, if a colleague wishes to take children on an outing which is not currently risk assessed please refer to the Risk Assessment Procedure.
- Only children with signed permission will be taken off site – refer to the child's individual *Declaration of Consent* and the *Children's Consent and Request Record* displayed in the child's room.
- Outings will be undertaken to places of interest which, where applicable, will compliment learning. Children will not accompany team members on personal outings
- Outings will only take place if ratios can be maintained, both on the outings and within the centre for the children who remain. Ratios may be lower for certain trips. The ratios are stated on the risk assessment.
- All outings, however short the duration, will have an *Outings Form* completed by the team members, providing details of where the visit is, the estimated time of return and the names of team members and children involved.
 - The outing form will also include the children's dietary requirements taken from the system. If the outing involves food being consumed which has not been prepared by Kids Allowed, eg. A restaurant trip then a full dietary report is required to be attached to the outing form and referred to by the lead trip member prior to any food being ordered and double checked upon receipt.
- A minimum of two team members will accompany each outing unless it is a driver taking a small group to a session that incorporates other qualified adults on arrival, eg Forest School
- A team member with a current First Aid Certificate will accompany the Outing
- A small first aid kit will be taken on each Outing
- A mobile telephone will be taken on each Outing, for emergency contact use
- The outing form is to be left with a member of the reception team, as they will have the mobile number should contact need to be made
- Kids Allowed team members will wear their uniform
- A full role call will be taken prior to leaving the centre and on return. A head count will also be taken at regular intervals during the visit
- A Kids Allowed T Shirt will be worn by each child unless they are not leave the buggy/bus for the duration of the trip
- If a parent is in attendance for the trip, they must complete a *Self Declaration DBS Form*, if they are using their own transport only their own children are permitted to travel with them, they should not participate in assisting children other than their own with toileting

For outings which are for a prolonged portion of the day, the following additional points also apply as well as those listed above:

- Each child will wear a Kids Allowed outings T-shirt over their own clothing.
- Food will also be provided. The food provided is a sandwich, bottle of water, fruit, homemade biscuit/cake. The food provided should be in line with the Kids Allowed food management policy and all dietary requirements are to be noted on the outing form and communicated with the kitchen to prepare in advance of the trip.

For outings which require a charge:

We aim to provide a wide and varied selection of outings for all age groups within Kids Allowed. Sometimes there are additional costs for these outings and 100% of the cost for the outing will be provided by Kids Allowed. The exception to this is when conducting outings in the Holiday Club where £5 will be provided for by Kids Allowed and any additional cost will be provided by the parents. This will be notified to the parents through the Holiday Club planning, indicating what the additional charge will be on the planning, Reception will also inform the parents when they book in for the 'Trip Day' of the additional cost and how it will be added to their account.



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Due to Kids Allowed providing the full amount for any trip within the nursery age group it is necessary for the teams to make detailed records of the child who attend each trip and to gain authorisation from the Centre Manager prior to any payment being made and prior to informing parents/carers details of the outing.

For outings which require the use of transportation (eg. Company Vehicle or Private Taxi) the following additional points also apply:

- Seat belts must be worn at all times, by both adults and children.
- It is the driver's responsibility **by law** for making sure that all children and accompanying team use seatbelts/car seats as required (for restraint guide see below).
- All restraints (seat belts and car seats) should be double checked by a Kids Allowed colleague to ensure they are correctly fitted prior to loading the children and once again when the children are seated to ensure they are secure.
- A licensed private transport firm (taxi) will be used.
- The recommended seating allowance will not be exceeded.
- Children will not be left in a vehicle unattended.
- Care will be taken when getting in and out of the vehicle, and wherever possible children and adults should have access to and from the vehicle via a curb side.
- If a member of the Kids Allowed team is driving, the Using Company Vehicle Procedure should be followed.
- Discuss with the Managing Director of Childcare if a risk assessment of the outing is required.

Weight	Group	Approximate Age	Room Guide	Car Seat Details	Provided by KA
0 – 10kgs (22 lbs)	0	6 – 9 months	Babies	Rearward facing until the baby is at least 9kgs. Parents must fit these car seats themselves.	No
0 – 13kgs (29lbs)	0+	12 – 15 months	Babies	Rearward facing until the baby is at least 9kgs. Parents must fit these car seats themselves.	No
9 kgs – 18kgs (40lbs)	1	9 months – 4 years	Woddlers, Toddlers, Pre-school (Child must be 9kgs plus)	Forward or rearward child seats (dual over the shoulder straps locked between the legs)	Yes
15kgs – 25kgs (55lbs)	2	3 years – 6 years	Prep School, Reception, Year 1	Booster seat and back	Yes
22kgs – 36kgs (79lbs)	3	6 years – 11 years	Year 2 and above	Booster cushion	Yes

*The most appropriate car seat that meets all of our needs can be found:

<http://www.argos.co.uk/m/static/Product/partNumber/5399802.htm>

For further advice regarding fitting restraints we suggest watching this video:

<http://www.rospa.com/road-safety/resources/films/child-car-seats/>

All restraints must conform to UN ECE R44.04/R44.03 and display an E mark (see opposite)



NB: UNLESS OTHERWISE INFORMED BY THE CHILD'S PARENT ANY CHILDREN IN THE BABY ROOM WILL USE THEIR OWN GROUP 0 OR 0+ SEAT. ANY CHILDREN IN THE PREP SCHOOL ROOM, RECEPTION AND YEAR 1 WILL USE A BOOSTER SEAT WITH A STANDARD SEATBELT AND CHILDREN IN YEAR 2 AND ABOVE (BEFORE AND AFTER SCHOOL AND HOLIDAY CLUB) WILL USE A BOOSTER CUSHION. WODDLERS, TODDLERS AND PRESCHOOL WEIGHING OVER 9KG WILL USE A GROUP I CAR SEAT WITH A 5 POINT HARNESS. CHILDREN MUST USE A CAR SEAT UNTIL THEY ARE 12 YEARS OLD OR 135cm WHICHEVER COMES FIRST.

PLEASE ALSO NOTE: Parents wishing to use their own car seat must fit them into the company vehicle themselves. Kids Allowed team members are not permitted to fit them on your behalf. This is not them or us being unhelpful, but Kids Allowed complying with our insurance. As the mini bus is used for school runs, this may involve the parent needing to wait until around 9.15am for the bus to return.

* Reference <http://www.thinkroadsafety.gov.uk/campaigns/childcarseats/pdf/law-leaflet.pdf>