



Strawberry Hill Pre-School

Procedure for Lost or Missing Children during Outings Policy

At Strawberry Hill Pre-School it is our policy to safely supervise children when we go on outings or trips. We will teach the children about safety when we are out and about.

In order to do this, we will ensure that:

- The ratio of adults to children on any outing will never be less than 3.
- We carry out a trial run and full risk assessment of the proposed outing.
- We obtain written parental permission for children to take part in regular local outings whilst in our care and specific written permission for a longer or more involved outing.
- We take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first-aid kit and a mobile telephone.
- We keep records for parental inspection of any vehicles in which children are transported, including insurance details and a list of named drivers.
- We adhere to our lost child procedure and make parents aware of the actions in that procedure

But if a child goes missing, we will tell the police and search the area. Then, we will contact the parents and Ofsted.

Parent Signature _____ Date _____

Updated September 2014

Next Review September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____