

## **General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment**

Children must be kept safe while on outings.

### **8.3 Supervision of children on outings and visits**

#### **Policy statement**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

#### **Procedures**

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents sign a general consent on enrolment for their children to be taken out as a part of the daily activities of the setting. Although as we are situated on school grounds we do have the facility to use these on a daily basis. The size of our setting restricts the times we can go outside of the school grounds due to the correct ratios having to be maintained, unless we have parental support.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate Forest/Beach School risk assessment is conducted and Forest/Beach School standard procedures are followed at all times. The designated lead is always a level 3 trained Forest or Beach School practitioner.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in an outings record kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - [The names of the staff members assigned to each of the children.]
  - The approximate time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. We apply sun cream to children as needed, if the parents have signed a permission form and provided the cream, and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with badges or 'high viz' vests to wear that contain the name and setting telephone number – but not the name of the child.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

**\*This policy is approved by the Committee and reviewed annually\***

#### **Other useful Pre-school Learning Alliance publications**

- Daily Register and Outings Record (2015)
- Managing Risk (2009)