

SAFEGUARDING & WELFARE REQUIREMENT: SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT & EQUIPMENT

8.3 Supervision of Children on Outings & 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. All 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 as laid out below.

Procedures

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as part of the daily activities of our setting. This general consent details the venues used for daily activities.
- We carry out a risk assessment for each venue, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before a major outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is in line with statutory guidance depending on the age and needs of the individual child; at the very least one adult to four children also taking into consideration the venue and how it is to be reached.
- A minimum of two staff accompanies children on outings and a minimum of two remain behind with the rest of the children.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany their child/children on an outing, such as the summer trip, are responsible for their child only.
- Outings are recorded in outings record forms 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 time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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 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 forms and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Where private transport has been arranged, we will ensure that the contracted drivers are from a reputable company, do not have unsupervised access to the children and are not included in the ratios. We will also ensure that seat belts are worn whilst travelling in such vehicles where applicable.
- As a precaution, we will also advise that children do not eat when travelling in vehicles.
- **Further guidance**
 - [Daily Register and Outings Record](#) (Alliance Publication)
 - [Good Practice in Early Years Infection Control](#) (Alliance Publication)
 - [Introducing Forest School in the Early Years](#) (Alliance Publication)
 - [Not on my Watch!](#) (Alliance Publication)
 - [Preventing Accidents to Children on Farms](#) (Health and Safety Executive 2013)

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17th June 2009.

This policy was reviewed & updated on: May 2024

This policy will be reviewed again on: May 2025

Signed on behalf of the Management committee and provider:

Name of Signatory: Julia Rael



Role of Signatory: Committee Chairperson