



## ***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 outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We 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**

- 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.
- The Manager/Assistant Manager signs off every risk assessment and all staff taking part in the outing are given a copy of the risk assessment.
- A copy of health care plans of children with allergies or a medical condition need to be taken.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio, when off site is; for 2 year olds 1:2 and for 3 & 4 year olds 1:4, but the child's sensibility, need and the type of venue, will be considered and ratio's increased if necessary.
- If parents do not want their child to attend the outing they are unable to attend pre-school for this time as all staff are needed for the outing.

- Named children are assigned to an individual staff member 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 us on outings, as parent helpers, are responsible for their own child and one other only. The parents are not allowed to be unsupervised at any time and will have a staff 'buddy' allocated with whom they stay during the offsite visit.
- On occasions where a parent has given another parent consent to supervise their child on an outing we require written permission and a declaration signed to relinquish pre schools responsibility.
- Staff and parent helpers frequently count their designated children and ensure hands are held when on the street and crossing the road.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, sick bucket, spare clothing and nappies, medicines required for individual children, a mini first aid kit 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.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with 'high viz' vests to wear that contain the name and setting telephone number – but not the name of the child.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

<b><i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i></b>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	