

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

- 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 within the school grounds
- 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.
- Children with allergies or other specific needs have a separate risk assessment completed.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Ratios for walks in the school grounds is the same for during the pre-school session – 1 adult to 4 two year olds and max of 1 to 8 for three and four year olds.
- Named children are assigned to 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.
- 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.
- We complete an outing form for all children being accompanied by staff in the absence of parents 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.
 - Contact numbers of 2 staff members and parent.
 - A copy of this form is given to the parent of the child being supervised by staff.

- We 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 take a list of children with us with contact numbers of parents/carers.
- Emergency contact numbers for each staff member are taken on off-site outings.
- We ensure that seat belts are worn whilst travelling in vehicles and child safety seats are used as appropriate to the age of the child.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted by	<u>Oliver's Battery Pre-school CIO</u>	
On	<u>5th August 2019</u>	<i>(date)</i>
Date to be reviewed	<u>September 2020</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Alison Cochrane</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair of trustees</u>	

Other useful Pre-school Learning Alliance publications

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