

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.
- All parents sign a general consent on registration for their children to be taken out on local short outings, or as a part of the yearly teddy's bear picnic at Norsey Woods.
- We carry out a risk assessment for the venue, which is reviewed yearly.
- Risk assessments are carried out before any bus trip outing takes place.
- All outing risk assessments are made available for parents to see.
- Parents/carers are invited to attend both outings
- Our adult to child ratio is high for the children remaining without parents on the Norsey wood trip
- A minimum of two staff accompany children on outings, unless the whole setting is on an outing
- 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.
- 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 book 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.
- 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 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- 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.
- Should we use contracted drivers we make sure they are from reputable companies, these do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted by

Sunnymede Preschool

On

27th April 2018

Date to be reviewed

April 2019

Name of signatory

Mrs J Greenwood/Kate Greenwood

Role of signatory

Directors

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)