

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 to the local area, 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.

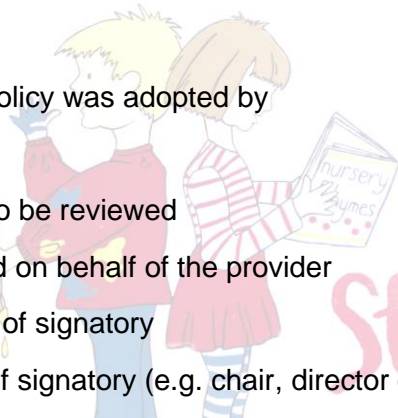
Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each outing who is clear about their responsibility as designated lead.
- 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.
- Designated lead for each outing signs off the risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed.
- An outing will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children (under 3) & one adult to five children (over 3), depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. A minimum of two staff also remain behind with the rest of the children.
- We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count 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 log which is kept in the setting, stating:
 - The date, time and venue of the outing.
 - Names of the staff going.
 - The time of return.

- We take the setting mobile phone on outings, as well as supplies of tissues, wipes, medicines required for individual children, a mini first aid kit, setting camera, 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.
- We take a list of children with us (contact numbers of parents/carers are on the mobile phone), as well as an accident forms, care plans/risk assessment forms for identified children and a copy of our Missing Child Policy.
- We provide children and staff with 'high viz' vests to wear.

Pandemic Outbreak

All trips and outings will be suspended. Children will, where practically possible and if advised, still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.



This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

St. Mary's Pre-School

Other useful Pre-school Learning Alliance publications

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