

Safeguarding and Welfare: Suitable premises, environment and equipment

Children must be kept safe while on outings.

8.3 Supervision of children on outings and visits (January 2018)

Policy statement

Children benefit from being taken off the premises on visits or trips to local parks or other suitable venues, for activities which enhance their learning experiences. Our pre-school does have direct access to outdoor provision on the premises. We ensure that there are procedures to keep children safe on outings and that 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 responsibilities.
- We ask parents to sign a consent form if they are going on an outside visit but are unaccompanied by a parent or carer.
- We assess the risks for each visit which is reviewed regularly.
- The Team Leader will sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed.
- An excursion 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 - one adult to two children for 2-3 year olds and 1 adult to 4 children if they are 4 years old.
- A minimum of two staff accompany children on outings where all children are accompanied by a parent or carer, ensuring that the ratios are met where there are children remaining at pre-school. When the whole pre-school go on an outing, there is a maximum of 5 staff in attendance to assist parents.
- Named children are assigned to individual staff members 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.
- Details of outings are kept in an Outings and Events file which is kept on the premises.
- 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 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 badges or 'high viz' vests to wear that contain the name and setting telephone number – but not the name of the child.