

Cold Ash Pre-school: Supervision of Children on Outings & Visits Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment:

Children must be kept safe while on outings.

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.
- We ask parents/guardians to sign a general consent on enrolment 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 (referencing our Risk Assessment Policy) for each local venue used for activities, which is reviewed regularly.
- For bigger, 'one-off' outings or visits, staff will carry out a separate risk assessment, referring to the Risk Assessment Policy.
- We always ask parents/guardians to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Our leader and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed as necessary.
- 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/guardians to see upon request.

- Our adult to child ratio will be appropriate to the activity taking place; senior staff will make a decision prior to the outing to decide an appropriate ratio.
- A register will be kept in the pre-school, stating the number of staff and children going on the outing.
- Staff members will be assigned individual children to be responsible for.
- Staff will frequently count their assigned children and ensure hands are held when on the street and crossing the road.
- Parents/Guardians 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 if appropriate.
- The amount of equipment we take 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 children 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 a copy of our Missing Child Policy.
- We provide children with 'high visibility' vests to wear that contain the name and setting telephone number – but not the name of the child.
- 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.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.



- In the event of a child going missing the staff will immediately call the pre-school and follow the procedures set out in the Missing Child Policy.