




1.11 Supervision of Children on Outings and Visits

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	October 2018
Reviewed	September 2019
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	September 2020

1.11 Supervision of Children on Outings and Visits

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 out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings. All staff and volunteers are aware of and follow the procedures laid out below.

Children frequently walk with the staff to the local primary school. This policy must be considered alongside our policy of Escorting Children to and from the Setting.

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.
- Parents 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. This general consent details the venues used for daily activities.
- There is a risk assessment for each local venue carried out before we attend with the children, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings, and the risks are assessed before the outing takes place.
- Our manager 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.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate Forest School risk assessment is conducted and Forest School standard procedures are followed at all times. The designated lead is always a level 3 trained Forest School practitioner.
- All venue risk assessments are made available for parents to see.

- We keep our adult to child ratio high (normally one adult to four children) around the village, depending on their age, sensibility, type of venue and how it is to be reached (e.g. on foot).
- We ensure that trips within the village that are conducted by staff are within the correct adult to child ratio and the children wear high visibility jackets with settings details clearly printed for easy identification.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- On major outings we do not provide transport to the venue or maintain ratios due to financial considerations. Therefore, we require parents to come along and enjoy the experience with their child. If they are not able to, they must arrange for a friend/relative to bring their child for them. Under no circumstances should a member of staff use their own car to transport children to and from a trip. A minimum of 2 staff members will attend to enjoy the experience and to help the trip to be an enjoyable and safe trip for all involved.
- If our trip is arranged over one full day, we will close the setting for the pre-school session only and inform parents of the closure, giving as much notice as possible. Those that are fee paying are not charged for this day. As before, we require children to be accompanied by their parents (or friend/relative if the parent is unavailable) for the duration of the outing.
- However, if we were to carry out a major outing where transport is provided and staff are responsible for a child/children, we would ensure our adult to child ratio is one adult to two children. Named children would be assigned to individual staff to ensure each child is well supervised, no child goes astray and that there is no unauthorised access to children. Under no circumstances would a member of staff use their own car to transport children to and from a trip. Transport would be organised via reputable companies that have contracted drivers. Drivers do not have unsupervised access to the children and are not included in the ratios. As a precaution we ensure children do not eat when travelling in vehicles, seat belts are worn and booster seats/child safety seats are used as appropriate to the age of the child. Records are kept of the vehicles used to transport the children, with named drivers and appropriate insurance cover.
- Staff take a mobile phone on outings, as well as the emergency bag, containing the items listed on our emergency bag checklist, and if required, suncream.

- We ensure children are dressed appropriately for the type of outing and weather conditions, and sun cream is applied wherever necessary whilst the child is in our care.
- Staff also take a list of children that are on the outing with them, along with contact numbers of parents/carers, incident/accident forms, a copy of this policy and our Missing Child Policy, and any medication required for individual children.

Other useful Pre-school Learning Alliance publications:

- Daily Register and Outings Record (2018)
- Dynamic Risk Management (Pre-school Learning Alliance 2017)
- Managing Risk (2009)