

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 outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. At preschool, the setting does not have direct access to outdoor provision on the premises and will need to take children to our adjacent school grounds. Staff 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.
- GSC 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. This general consent details the venues used for daily activities.
- Staff assess the risks for each local venue used for daily activities, which is reviewed regularly.
- Staff always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- 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 i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- If Forest School sessions take place: A separate Forest School risk assessment is conducted, and Forest School standard procedures are always followed . The designated lead is always a level 3 trained Forest School practitioner.
- 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, depending on their age, sensibility and the type of venue, as well as how it is to be reached and availability of adult volunteers.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children. If these ratios cannot be made either the trip would be cancelled or the availability of not going on trip would be withdrawn.
- 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. 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 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.
- Outings are recorded in an outing 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.
- A mobile phone is taken 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 informed, how long the outing will be, expected weather conditions including need for appropriate attire; sun hat; cream etc for the outing.
- Staff take a list of children with them 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.
- GSC 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, GSC ensure that children do not eat when travelling in vehicles.
- GSC ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- Before commencement of any outing staff are required to fully read all policies pertaining to the activity.

This policy was adopted by

GSC Ltd

On

May 2021

Date to be reviewed

May 2022

Signed on behalf of the provider

Gaddesby School Community

Name of signatory

Linda Dunmore

Role of signatory

Manager