



## Supervision of Children on Outings and Visits

### 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. Our setting does not have direct access to outdoor provision on the premises and will need to take children out. 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.
- A designated lead for each excursion will be assigned on each outing (this will be the most senior person on the excursion) the designated lead is clear about their responsibility.
- We ask parents to sign a general consent on registration for their children to be taken out on outings as a part of the activities of the setting.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- 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, normally one adult to two/three children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children. A minimum of two staff accompany children on outings.
- For school runs staff may pick children up on their own, each school is individually assessed and planned for accordingly. For any pick ups that include reception children the ratio 1:4 would occur, the maximum that 1 person would pick up on their own is 5 children, if more than 5 children then 2 members of staff will be sent.
- 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.
- When out, the children will either be in buggies or walking and staff will use wrist safety straps/walk-o-dile to ensure the children are kept safe and don't stray from the adult they are with.

The children are reminded to use their listening ears and are told about the behaviour expected when outside the building.

- Outings are recorded on our outings log kept in the setting, stating:
  - The date and time of the outing.
  - The venue.
  - The names of the staff members on the outing
  - The names of all children on the outing.
  - 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. 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 (permission from parents) to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- When out on a school run the member of staff will take a mobile phone out with them and any relevant medication for the children that need it. All staff will also ensure they have a travel first aid kit with them. Staff will only use their phones in case of an emergency to contact the setting, they will not use them for personal use.
- 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.

### Further Information

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

### Policy links

Our intention is for this policy to be read in conjunction with the following Home from Home Childcare Policies and Procedures:

- Missing Child Policy
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Maintaining Children's Safety and Security Policy

|                    | <b><u>Date:</u></b>            | <b><u>By Whom?</u></b> | <b><u>Comments</u></b> |
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