



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. 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 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 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.
-) We assess the risks for each local venue used for daily activities, which is reviewed regularly.
-) We always ask parents 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 i.e. child with allergies visiting a supermarket.
-) 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 children, depending on their age, sensibility and type of venue, as well as how it is to be reached.
-) 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.
-) 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.
-) Outings are recorded in an outings record book kept in the setting stating:
 - o The date and time of the outing
 - o The venue and mode of transport used
 - o Names of staff assigned to each of the children
 - o 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.

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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.
-) 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.

Animals

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

-) We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
-) We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
-) Children are taught correct handling and care of the animal or creature and are supervised.
-) Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
-) If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
-) The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
-) Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.

Visits to farms

-) Before a visit to a farm a risk assessment is carried out – this may take account of safety factors listed in the farm's own risk assessment which should be viewed.
-) The outing procedure is followed.
-) Children wash their hands after contact with animals.
-) Outdoor footwear worn to visit farms, are cleaned of mud and debris and should not be worn indoors.

This policy was adopted by: Kate Sillett

Date: 5th February 2021

Date to be reviewed: 5th February 2022

Signed on behalf of the Provider: 

Name of Signatory: Kate Sillett

Role of Signatory: Director

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