

8.3 Supervision of children on outings and visits

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 ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the outings used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- There is a nominated Lead person for each outing who is clear about their responsibility as designated lead and completes all relevant forms and is responsible for the trip. Paperwork will be signed by two signatories, including the Lead person, Manager and/or deputy.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment for each outing is carried out before the outing takes place and is reviewed regularly. The venue's own risk assessment may form part of our risk assessment. 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.
- 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 outing risk assessments are available for parents to see.
- Parents will drop off and collect their children from the Pre-School setting unless otherwise stated
- Our adult to child ratio is high, normally one adult to two children (if under 3 years of age) and one adult to four children (if over 3 years old), depending on their sensibility and type of venue as well as how it is to be reached. A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- Named children are assigned to individual staff to ensure each child is individually supervised (each staff member has a lanyard showing a list of their assigned children), to ensure 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.

- Parental volunteers are normally only used on outings to the church or other village venues to walk the children to and from the venue with children allocated to them. They do not have unsupervised access to the children as the children stay together as a group with staff in attendance. Where parents have undergone vetting (DBS Check) with us as volunteers, they may be included in the adults to child ratio.
- Outings are recorded on an Educational Visit form, which along with the risk assessment is also taken on the outing. A copy of the form and risk assessment is also kept at the setting. The Educational Visit form states:
 - The date and time of outing and time of return.
 - The nominated lead person
 - The venue and mode of transport including a record of the vehicles used to transport children, with named drivers and appropriate insurance cover.
 - Names of staff assigned to named children.
 - A checklist of all items to take and information to provide.
- Staff always take a mobile phone and mini first aid pack on outings, and the following as appropriate: supplies of tissues, wipes, spare clothing, nappies, medicines required for individual children, snacks and water. The amount of equipment will vary and be consistent with the outing and the number of children as well as how long they will be out for. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff take with them a register of the children going, with contact numbers of parents/carers, as well as an Educational Visit Form, risk assessment, accident forms and a copy of our Missing Child Policy.
- We provide children with 'high viz' vests.
- The register will be taken at key transition points e.g. at departure from Pre-School and arrival at and departure from the venue, with the children being checked on and off the minibus or other transport used.
- Regular headcounts are taken of the children.
- 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 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.
- A final check of the mode of transport will also be undertaken to make sure there are no belongings left behind and that all children have left the vehicle.

This policy was adopted at a meeting of	Crick Pre-School
Held on	18 th March 2020
Last reviewed	17 th March 2021
Date to be reviewed	March 2022
Signed on behalf of the management committee	



Name of signatory	Clare Thompson
Role of signatory (e.g. chair/owner)	Chair

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2015)
- Managing Risk (2009)