

## SUPERVISION OF CHILDREN ON OUTINGS POLICY

**Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment.**

The provider must take necessary steps to safeguard and promote the welfare of children. Children must be kept safe while on outings.

### **Policy Statement**

We firmly believe that children benefit from being taken out of the setting to go on trips to local parks and other suitable venues for activities which promote and enhance their learning experiences. Outings can be important for children's development - it keeps them fit, helps them learn social skills and a sense of responsibility. Ensuring that children have opportunities to visit a community venue will provide them with important first-hand experiences. Outings may be in response to something initiated by the children or parents of the setting. The children will be informed about any outings beforehand and will be encouraged to discuss their experiences afterwards.

### **Procedures**

All staff are aware of and adhere to our policy and procedures for the supervision of children on an outing.

### **Consent Forms**

Written parental permission for regular local outings, for example to the park, is obtained as part of the registration process when a child starts at the setting.

For trips further afield, involving transport, an individual letter, containing a permission slip, is provided for all parents. This gives details and timings of the trip, such as dress and food required, possible activities, numbers of adults in attendance and cost, and requests information about individual needs, e.g. travel sickness. Alternative methods of communication will be used to inform parents who may not understand the written format, such as Braille or sign language. Parents/carers should speak to the Manager, prior to the day, if they have any concerns or queries about the outing.

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## **Transportation**

The Manager Rachael Richards & Health and Safety Coordinator Alison Rundle are responsible for the following:

- Ensuring all contracted drivers or escorts have the relevant suitability checks, insurance & MOT
- Ensuring that children are using appropriate harnesses, seatbelts and booster seats in line with new legislation.
- Ensuring that harnesses are checked for wear and tear and safety standards
- Ensures that the maximum seating is not exceeded
- To check that insurance for private or hired vehicles is adequate for the transportation of children
- On no account are children left unattended in a vehicle

## **Missing Child**

In the unlikely & unfortunate event that a child cannot be accounted for during an outing, we follow our Missing Child Policy.

## **Risk Assessments**

Venues will be visited beforehand by either the Manager, Deputy Manager, Health and Safety Coordinator or Committee Member and checked to ensure that it is a safe and suitable destination. Consideration is given to the need for appropriate privacy for toileting and medication administration when deciding on a suitable venue for an outing. All venue risk assessments are made available for parents to see. At least one first aider is always present during an outing.

The adult to child ratio is decided following the preliminary visit and risk assessment of the venue.

Normally, routine outings within the immediate vicinity will have an adult to child ratio of 1:3 and all other outings will have a ratio of 1:2, unless it is deemed necessary to increase it to 1:1 depending on the individual circumstances. If necessary, parent/carers helpers will be sought before the day of the outing.

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A minimum of two staff will accompany the children on outings. All adults in attendance will be given clear instructions on their role.

Parents will be encouraged to dress their children in the Pre-school sweatshirt so that they are easily identified.

Children will be provided with wrist tags with the name of the setting and a telephone number. Their name is never displayed. A complete list of everyone attending the outing will be left with a Committee Member. Children are allocated to small groups, with 1-2 adults in charge, before the trip. Each member of staff has a list of their children and the Manager has a list of all groups. Adults ensure there is no unauthorised access to any of the children.

The Manager calls a register before the staff and children leave the premises, as the children arrive at the venue and before the group leaves the venue. Staff in charge of small groups make regular head counts of their children.

## Outing Record Book

All outings are recorded in an outings record book kept in the setting stating:

- Date of outing
- Time of outing
- Venue of outing
- Date and time of risk assessment (and completed by)
- Vehicle details and named drivers
- Insurance cover (and checked by)
- Names of staff assigned to named children
- Time of return

## Essential Information & Items taken on Outings

The Manager & Health and Safety Coordinator are responsible for ensuring that the following items (consistent to the number of children, the venue and the length of the trip) are taken on outings (NB the

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Manager is responsible for emergency contacts and ensuring that all contact details are correct).

- Mobile phone (fully charged)
- Supplies of tissues, wipes, spare clothes and plastic bags
- First aid kit
- Any individual prescribed medication
- Snacks and water
- Register of children
- Emergency contact numbers for children and staff

## **Emergencies**

In the event of an emergency, e.g. a child having an accident/falling ill, the Manager will coordinate action as required. All staff and children will be gathered into one group whilst action is considered. First aid will be administered as necessary and telephone contact will be made with the parents of the child. The other children in that group will be relocated to other groups. If the emergency has meant delayed timings on the trip, all parents will be contacted to keep them informed.