



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. 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

- 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. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for walks/outings, 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.
- Children with allergies or other specific needs have a separate risk assessment completed.
- 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.
- 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 member 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.
- walks around the village are recorded at the bottom of the register.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, and a mini first aid kit. 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 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.
- We provide children with 'high viz' vests to wear.
- 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.

Further Information

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

I have read & understood supervising of children on outings and visits policy adapted by Ullesthorpe Pre-School and understand that Safeguarding is the responsibility of all staff & committee members.

This policy was adopted by: Ullesthorpe Pre-school			
On	5 th May 2021	Date to be reviewed:	April 2022
Signed on behalf of the provider		Name of signatory	
Role of signatory (e.g., chair/director)			
Designation	Name	Signature	Date
Manager			
Deputy Manager			
Nursery Nurse			
Nursery Nurse			

Supervising of children on outings and visits 2021

Secretary			
Treasurer			
Member			
Member			
Member			