Safety and Suitability of Premises, Environment and Equipment

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 ensure 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.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- 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 venues used for daily activities.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our manager/I\l 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.
- [For settings who operate Forest/Beach School sessions: A separate Forest/Beach School risk assessment is conducted and Forest/Beach School standard procedures are followed at all times. The designated lead is always a level 3 trained Forest or Beach School practitioner.]
- All venue 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.
- Named children are assigned to individual staff to ensure each child is individually supervised, 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.
- Outings are recorded in an outings record book kept in the setting stating:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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 to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers. As well as an accident book and a copy of the missing child policy.
- We provide children with badges or ‘high viz’ vests to wear that contain the name and setting telephone number - but not the name of the child.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

| This revised policy was adopted at a meeting of | Parkgate Pre-school name of setting |
| Held on | 12 Jan 2017 | 14 May 2018 |
| Effective from | 12 Jan 2017 | 14 May 2018 |
| Date to be reviewed | 12 Jan 2018 | 14 May 2019 |
| Signed on behalf of the management committee | C Hallam |
| Name of signatory | Lisa SmylieCassie Hallam |
| Role of signatory (e.g. chair/owner) | Chair |

Other useful Pre-school Learning Alliance publications

- Policy 8.3 Supervision of children on outings and visits Version 76 Effective 12 Jan 2017 14 May 2018
- Daily Register and Outings Record (2012)
- Managing Risk (2009)

**Change control log**

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective Date</th>
<th>Changes</th>
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<tbody>
<tr>
<td>1.0</td>
<td>01-Mar-2012</td>
<td>▪ Initial document release</td>
</tr>
<tr>
<td>2.0</td>
<td>13-Dec-2012</td>
<td>▪ Document renumbered in line with revised EYFS (2012). Reference to EYFS key themes and commitments removed.</td>
</tr>
<tr>
<td>3.0</td>
<td>04 Dec 2013</td>
<td>▪ Policy Reviewed</td>
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</table>
| 4.0            | 03 Jan 2015    | ▪ Policy Reviewed  
▪ Added information about sun cream and children being adequately dressed.  
▪ Information added in regards to outings taking policy and accident book.  
▪ Name badges required. |
| 5.0            | 12 Jan 2016    | ▪ Policy Reviewed |
| 6.0            | 12 Jan 2017    | ▪ Policy Amended |
| 7.0            | 14 May 2018    | ▪ Policy Reviewed |