

Supervision of Children on Outings and Visits

Safeguarding children

General Welfare Requirement: Safeguarding and Promoting Children's Welfare
The provider must take necessary steps to safeguard and promote the welfare of children.

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Objectives and Implementation:

Whilst it is acknowledged that under normal circumstances a large proportion of parents will accompany their children on Pre-school outings, however, in all cases, the following must be adhered to:

- Details must be provided to parents on the venue and nature of the outing, -following this parental permission will be sought for all children.
- All Pre-school vehicles used for transporting children must be fitted with full seat belts and the appropriate insurance must be in place. Records to be kept of vehicles regularly used.
- An adult/child ratio of 1:2 will be kept at all times for those children unaccompanied by parents.
- 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.
- Any regular volunteers or helpers must be CRB checked.
- If the venue has not been used before, a prior visit to assess any potential risk en route or at venue should be made.
- The Pre-school leader will carry a working mobile telephone in case of emergency, together with contact telephone numbers for all children. In addition, the Pre-school leader or member of staff will carry a supplies of tissues, wipes, spare clothing 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.
- Parental Permission is already in place for the Pre-school leader to take the appropriate action in case of Emergency.

- Care is taken at times of particular risk, such as when children are walking or getting into or out of a vehicle.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children

Procedures

- 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.

Other useful Pre-school Learning Alliance publications:

- Register and Outings Record (2006)
- Risk Management in Early Years Settings (2007)