



# Supervision of children on outings and visits

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment section 3 (3.66 – 3.67)** Children must be kept safe while on outings

## 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

### ***Managing medicines on trips and outings***

- If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
  - Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.
  - On returning to the setting the card is stapled to the medicine record book and the parent signs it.
  - If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.
  - This procedure should be read alongside the outings procedure.
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- 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.
  - 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.
  - We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
  - 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
  - An excursion will not go ahead if concerns are raised about its viability at any point.
  - Any written outing risk assessments are made available for parents to see.

- Our adult to child ratio is high, normally one adult to four children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- 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.
- Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, 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, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with badges to wear that contain the name and setting telephone number – but not the name of the child.
- 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.

This policy was adopted by	Chipstead preschool	<i>(name of provider)</i>
On	5/12/2021	<i>(date)</i>
Date to be reviewed	5/1/23 reviewed	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		

