



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

- 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. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, 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.
- 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 i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate risk assessment is undertaken for our sessions in the woods at Glapthorn Cow Pastures. The designated lead is always a minimum of a level 3 trained practitioner. Parents are responsible for transporting their children to and from the Glapthorn Cow Pasture Nature Reserve.
- Any written outing risk assessments are made available for parents to see on request.
- Our adult to child ratio is high during outings. Assessment is made depending on the children's 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.
- We 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 the register stating:

- The date and time of the outing.
- The venue
- 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, 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.
- 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.

Further Information

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

This policy was adopted at a meeting of	Tansor Playgroup Committee
Held on	19 th January 2010
Signed on behalf of Tansor Playgroup Committee	Faye Betts
Role of signatory	Jt Chair of Playgroup Committee

This policy was reviewed and updated on	1 st September 2012
Reviewed on behalf of Tansor Playgroup Committee	Adrian Smith
Role of reviewer	Chair of Playgroup Committee

This policy was reviewed and updated on	18 th January 2017
Reviewed on behalf of Tansor Playgroup Committee	Sue Bradley
Role of reviewer	Co-Chair of Playgroup Committee

This policy was reviewed and updated on	18 th September 2020
Reviewed on behalf of Tansor Playgroup Committee	Karena Corkill
Role of reviewer	Co-Chair of Playgroup Committee