

Safeguarding children

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. There are procedures to keep children safe on outings; all staff, students and volunteers are aware of and adhere to.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment for venues away from the local area (e.g. Robin Hill theme park) will be carried out before the event.
- Parents are always asked to sign specific consent forms before major outings.
- All venue risk assessments are available for parents to see on request.
- 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.
- 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.
- A First Aider must be present.
- Copies of consent forms containing contact number, allergies etc must be taken.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a

designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.

- A label must be attached to all children showing the name of the nursery and telephone number of the nursery. Additionally it should also show the mobile telephone number of one of the staff members on the outing. This label must be displayed on the child in a manner, which is visible and is not easily removed by the child.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drinks must be provided at similar times to those in the nursery and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Staff take a list of children in their care with them, with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, and appropriate insurance cover.
- Any outing will be reviewed and evaluated by the staff.

This policy was adopted at a meeting of	Blackberry Lane Pre-school
Held on	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the Board Of Directors	_____
Name of signatory	Mrs J Dickinson
Role of signatory	Director of Operations

Other useful Pre-school Learning Alliance publications

- Register and Outings Record (2006)
- Managing Risk (2009)