

## **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. 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**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings such as leavers trips
- A risk assessment is carried out before an outing takes place. All staff involved with the trip will read the risk assessments and sign to say that they understand them.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high.
- 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.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings.
- Children should not be “dropped off” at an activity unless with prior arrangement. A small charge may sometimes be requested towards the cost of these trips. Occasionally a coach/mini bus will be hired to take children on an outing. Seat belts/car seats etc will be used for all children.

#### **Suggested Ratios for outings.**

|                                 |     |
|---------------------------------|-----|
| For babies and children under 2 | 1:2 |
| 2-3 years                       | 1:3 |
| 3-5 years                       | 1:4 |

School age children

1:5

For those children with Special Educational Needs and or a disability the manager will determine the ratio in line with the child's needs.

- Young children will wear reins or wrist straps
- During hot weather, children will wear sun hats and sun cream (preferably provided by the parents). Parents must sign to agree sun cream application by nursery staff.
- Travel and collection details must not be changed without the Manager's permission.
- A first aider must be present and a suitable first aid box must be taken. Information regarding children's contact numbers, allergies etc must also be taken.

The children must be counted before setting off and the counting of children 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 in their individual groups at regular intervals.

**Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno/Cara Bonner – Barton

Erica Dunwell/ Heather Bishop/Jonathan Reed – Sandown

Erica Dunwell/Becky Kujabi/Sam Hicks – Wootton

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