



Safeguarding children

CP10 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

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents 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.
- 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.
- A checklist of procedures to be followed for outings, trips and visits are used by any member of staff organising such an event.
- 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
- 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.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children, ensuring no child goes astray, and that there is no unauthorised access to children during the duration of the excursion.

- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents on outings are responsible for their own children only.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, spare clothes, nappies as well as a mini first aid pack, snacks and water. If individual children have prescribed medicines, these are also taken on the outing. 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 provide the children with 'high viz' jackets to wear on the outing.
- Staff take a list of children with them; with contact numbers of parents/carers who are not accompanying their children.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- All venue risk assessments are made available for parents to see.

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

Transport

- If coach hire is required for an outing, only reputable companies are used.
- 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 (provided by an outside source such as a coach or bus company) and that parents provide the necessary booster seats and child safety seats for their child to use.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Public transport should always be ratio of 1-2 (unless agreed with the setting manager).

Forest School sessions (not on site)

- A separate risk assessment is conducted, and Forest/Beach School standard procedures are followed.
- The sessions always have a level 3 trained forest school or beach school practitioner.

Farm and zoo visits

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

Larger outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- Risk assessments completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead practitioner is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

This policy was adopted at a meeting of	Little Fishes Pre-School
Held on	<hr/> 20/9/11
Date to be reviewed	<hr/> Reviewed: Autumn Term 2022 Next Review: Autumn Term 2023
Signed on behalf of the management committee	<hr/> Vicky Baker – Chair Tracy Parkins - Manger

Other useful Early Years Alliance publications:

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

Introducing Forest School in the Early Years (Alliance 2022)