

Safeguarding children

1.8 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the pre-school to go on visits or trips to local suitable venues for activities, which enhance their learning experiences. Staff in our pre-school 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 give their consent for their child/children to be taken out as a part of the daily activities of the pre-school. This consent is recorded on our Admission Form.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents will be made aware of details prior to planned visits and outings.
- All venue risk assessments are available if parents wish to see them.
- Our adult to child ratio is high, normally one adult to two children (to a maximum of 1:3 and 1:1 when necessary) depending on their age and level of development and type of venue as well as how it is to be reached. Trips do not go ahead if the desired ratios cannot be achieved either with pre-school staff or parent/carer volunteers.
- Named children are assigned to individual staff or designated adults to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff and children wear 'Hi-Viz' vests on outings where we walk to the venue.
- There is a designated lead for each outing.
- Children and staff are counted upon arrival at the venue and on departure.
- Outings are recorded in an outings record file kept in the pre-school stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.

- During an outing, photographs are only to be taken on the pre-school camera. This is so that we can ensure that images are not displayed on social media sites. We ask parents not to take photographs during outings. The leader of the outing takes the pre-school mobile for use in emergencies. Staff will not have access to their own mobile telephones, following exactly the same procedure that is followed during a normal pre-school session.
- Staff will take supplies of tissues, wipes, pants etc as well as a mini first aid pack, individual medications, snacks and water if necessary. 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. Parents are informed by letter of any equipment/clothing they need to provide.
- Staff take a list of children with them.
- A minimum of two staff should accompany children on outings.

Other useful Pre-school Learning Alliance publications:

- Daily Register and Outings Record (Early Years Alliance 2021)

This policy was adopted at a meeting of	Cullompton Pre School	name of setting
Held on	10 th November 2010	(date)
Date to be reviewed	November 2011	(date)
Signed on behalf of the management committee	E M Jones	
Name of signatory	Emma Jones	
Role of signatory (e.g. chair/owner)	Emma Jones	

Previously reviewed on:-	13 th October 2014	by	Caroline Williams Chairperson
Previously reviewed on:-	12 th October 2015	by	Sarah Lush Chairperson
Previously reviewed on:-	27 th March 2017	by	Sarah Lush Chairperson
Previously reviewed on:-	25 th March 2019	by	Alex Fox Chairperson

Reviewed by Staff on:	16 th May 2022 (AP/MW)
Reviewed by Committee on:	May 2022
Date of next review:	May 2023
Signed on behalf of the Management Committee:	J Madge
Name of Signatory (printed):	Jack Madge
Role of Signatory (e.g. Chairperson)	Chairperson