

8.3 SUPERVISION OF CHILDREN ON OUTINGS AND VISITS

Policy statement

Children benefit from being taken outside on trips to Clarence House Gardens, The Windmill, the field, the Church or other suitable local venues, for activities which enhance their learning experiences. All of these areas are within walking distance and we operate a “walking rope” system with an adult leading a group of children who hold onto the rope. 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 for non-routine visits and outings

- 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 carry out a risk assessment for each local venue, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and a risk assessment is carried out 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.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- All written outing risk assessments are made available for parents to see.
- A minimum of two staff accompany children on local outings (or suitable adult:child ratio). If children remain in the hall whilst others are on an outing a minimum of two staff remain with the children.
- We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany 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 may have children allocated to them.
- 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, possibly 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 recommend children are applied with sun cream before they arrive at preschool, however, we do carry an emergency supply which we will use if deemed necessary.
- Parents are advised to dress their child appropriately for the type of outing and weather conditions.
- We take a list of children with us (register) with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- We do not tend to go on outings that involve children going in vehicles, unless they are with parents in their own vehicles.
- We make note on our register of any daily visits (eg field/windmill) and the time out and time in.

Other useful Pre-school Learning Alliance publications

Daily Register and Outings Record (2012)

Managing Risk (2009)

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018