

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Children must be kept safe while on outings.

### **8.3 Supervision of children on outings and visits**

#### **Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. East Leake Pre-School Playgroup ensures 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**

- Playgroup asks parents/carers to sign a general consent on registration for their child 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.
- Playgroup assess the risks for each local venue used for daily activities, and these are reviewed regularly.
- Playgroup always asks parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- All written outing risk assessments are made available for parents to see.
- We make sure we operate within ratio on trips out
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents/carers who accompany us 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 have children allocated to them.
- Outings are recorded in an outings record file kept in the setting, stating:
  - The date and time of the outing
  - The venue and mode of transport used
  - The time of return
- 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 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.

- Playgroup asks parents/carers to give signed authorisation on the registration form for sun cream to be applied. Sun cream (supplied by the parent/carer) will be applied to the children as needed and recorded.
- Staff ensure the children are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with high-visibility vests to wear that contain the name and setting telephone number – but not the name of the child.

### Transportation of children in vehicles

*Playgroup does not currently transport children in vehicles.*

- 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 and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted by	East Leake Pre-School Playgroup	<i>(name of provider)</i>
On	8 <sup>th</sup> June 2017	<i>(date)</i>
Date to be reviewed	June 2018	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Nicola Pettipher	
Role of signatory (e.g. chair, director or owner)	Chair	

### **Other useful Pre-school Learning Alliance publications**

- Daily Register and Outings Record (2012)
- Managing Risk (2009)