## 8.3 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; whilst on an outing/trip our staff will continually risk assess and act upon it if the need arises,

 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.
* 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/carers are always asked to attend major outings. A risk assessment is carried out before the outing takes place.
* The Leaders 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.
* All venue risk assessments are made available for parents to see.
* Our adult to child ratio is high, normally one adult to four children, depending on their age, sensibility and how the venue is to be reached.
* For group provision: A minimum of two staff will 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 member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children
* Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
* Parents 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 on individual Risk Assessment sheets and after the trip they are kept in the risk assessment folder. The sheet states::
* The date and time of outing.
* The venue.
* Names of staff and number of children.
* Time of return.
* We take a mobile phone on outings, and supplies of tissues, wipes, spare clothing and pull-ups, medicines required for individual children, 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. We apply sun cream to children as needed and ensure they 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.

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

* Managing Risk (2009)

Document Control:

Policy Owner: Setting Lead

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