



Bowes Pre-School & Holiday Club

8.3 Supervision of children on outings and visits

Safeguarding and Welfare requirement: Safety and Suitability of premises, environment and equipment.

Children must be kept safe while on outings.

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 as laid out below.

Procedures

- Parents sign a general consent on enrolment for their children to be taken out as 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 risk assessment is carried out before a major outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in an outings file, which is kept in the office, stating:
 - The date and time of the outing
 - The venue and mode of transport used
 - The names of the staff members assigned to each of the children
 - The time of return
- Staff will take a mobile phone on outings, as well as supplies of tissues, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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.
- Staff will take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport the children, with named drivers and appropriate insurance cover.
- A minimum of two staff will accompany children on outings and a minimum of two staff will remain with the rest of the children in the setting, if required.
- A First aider must be present at all times during the outing
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing

In case of transport breakdown

If the transport being used breaks down the Manager needs to notify parents/carers/guardians immediately. The children’s safety and security are the prime considerations at all times.

If a coach or minibus is used it must have appropriate seatbelts, harnesses and car seats. Staff must take responsibility for adjusting these to fit each child.

Staff or private cars may not be used unless insured for that purpose.

If using public transport, coaches or minibuses, staff should try to avoid peak travelling times. Routes and timetables must be checked in advance.

Practitioners must be aware of danger points such as beginning and end of journeys, crossing roads, getting on and off transport. Where appropriate, ensure children and helpers are aware of road safety procedures.

Lost children on outings

As per missing child Policy

Legal Framework

- Children Act (1989, 2004)
- Protection of children Act
- The Children Act (Every child Matters) 2004

Further Guidance

- Statutory Framework for the EYFS 2014 – Section 3.65 & 3.66, Page 29

Useful Pre-school Learning Alliance publications

- Daily register and Outings record (2012)
- Managing risk (2009)

Policies & Procedures are fully supported by the manager committee, parents/carers and guardians of Bowes Pre-School

Signed:- (Chairperson)

Print Name:-.....

Date:-.....

Signed:-..... (Manager)

Print Name:-.....

Date:-.....

Date to be reviewed:-.....