



General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment

Children must be kept safe while on outings.

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; all staff and volunteers are aware of and follow the procedures below.

Procedures

- We ask parents to sign a general consent on registration for their children to be taken on local outings as part of the daily life of the setting. The general consent details the venues used regularly.
- We assess the risks for each local venue for visits and this is reviewed before any outing
- Any major outing is always fully risk assessed and specific consent forms sent out
- Our Manager, and all staff taking part in the outing check and 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 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.
- Children will be made aware, before the outing, of the importance of listening to the adult in charge, staying together and warned of possible hazards, e.g. traffic, water.
- Regular listening and stopping activities are provided within the setting's regular programme to support the children to learn these skills
- The Manager, or session Supervisor, will consider the mix of children in any groups for outings, e.g. including younger and more mature children; extra supervision for children known to have trouble listening to instructions or understanding dangers. They will appoint adults to oversee particular children and ensure one adult is in overall charge of the outing.
- The usual local outings are: trips to Hinksey Park, visits to Grandpont Nursery School in Whitehouse Rd, and visits to New Hinksey Nursery and Primary School Foundation Stage Unit in Vicarage Road.

- Whenever possible advance warning will be given to parents/carers. The most likely exceptions would be trips to the park to take advantage of weather or special sighting of interest e.g. swans, hot air balloon.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- All venue risk assessments are available for parents to see.
- Our adult to child ratio for outings is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost 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.
- Staff take a list of children with them with contact numbers of parents/carers.
- Outings are recorded on an Outings Assessment and Register sheet stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of predicted return
- Staff take a setting mobile phone on outings (or, a private mobile with permission of the Manager) and a first aid kit. Plus supplies of tissues, wipes, change of clothing, a snack and water as consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.
- We provide the children with high visibility vests to wear that contain name and number of the setting, but not the name of the child
- We do not use vehicles at any point to transport children for outings

This policy was adopted at a meeting of	Lake Street Nursery	name of setting
Held on	10 October 2012	(date)
This Review	October 2018	
Date to be reviewed	October 2019	(date)
Signed on behalf of the management committee	Catherine Morey,	
Name of signatory		
Role of signatory (e.g. chair/owner)	Manager and Trustee	

Other useful Pre-school Learning Alliance publications:

- Daily Register and Outings Record (2015)
- Managing Risk (2009)