

St Michael's Pre-school

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

Children must be kept safe while on outings.

Safeguarding children

1.8 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. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Procedures

- 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 as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
 - We assess the risks for each local venue used for daily activities, which is reviewed regularly.
 - Parents are always asked to sign specific consent forms before major outings and a risk assessment is carried out before an outing takes place. Written outing risk assessments are made available for parents to see and staff will be briefed with this information, prior to the outing taking place.

- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- 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/parent/carer helpers to ensure each child is well supervised, to ensure 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 (committee member), they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in the form of a written risk assessment. Information includes:
 - The date and time of outing.
 - The venue and mode of transport.
 - The names of the staff members assigned to each of the children, where applicable
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, medicines required for individual children, snacks and water (if appropriate). A first-aider will always be present. 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.
- Staff 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. This will not apply if the visit is to St Michael's School.
- A label will be attached to all children showing the name and telephone of the Pre-school and children will be required to wear a 'high viz' vest (provided by the pre-school). This will not apply if the visit is to St Michael's School.
- All parties will be made aware of pre-designated meeting points.
- If vehicles are used a record would be kept of the vehicles used to transport children 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.
- 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 at a meeting of

St Michael's Pre-school

Held on

19/04/2021

(date)

Date to be reviewed

(date)

Signed on behalf of the management
committee

A handwritten signature in black ink on a light beige background. The signature is cursive and reads "Ellena Lloyd".

Name of signatory

Ellena Lloyd

Role of signatory (e.g. chair/owner)

Committee Chair

Further Information

- Daily Register and Outings Record (2018)
- Dynamic Risk Management (Pre-school Learning Alliance 2017)