



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

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities that enhance their learning experiences. St Marks Pre-school ensures that there are procedures to keep children safe on outings; all practitioners and volunteers are aware of and follow the procedures as laid out below.

- 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.
- St Marks Pre-school asks parents to 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 regular activities.
- St Marks Pre-school assesses the risks for each local venue used for daily activities, and reviews this regularly.
- Parents will always be given full notice and information before any major outings, e.g. Community Farm, Christmas Tree Festival, Fire Station. Parents will be given the opportunity to decline consent. Risks are assessed before the outing takes place.
- The Pre-school Manager and Committee Health and Safety Rep sign off every risk assessment.
- Children with allergies or other specific needs will have a separate risk assessment completed as part of a health care plan, i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- St Marks Pre-school's 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.
- A minimum of two practitioners accompany children on outings. Unless the whole setting is on an outing, a minimum of two practitioners also remain behind with the rest of the children.
- Named children are assigned to individual practitioners/volunteers to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Practitioners frequently count their designated children and ensure hands are held when on the street and crossing the road.

- Volunteers who accompany the pre-school may be included in the adult to child ratio and have children allocated to them, but the high adult/child ratio will be maintained at the minimum ratio of 1:3 or at a higher ratio, e.g. 1 adult to 1 child.
- Outings are recorded on an outing record sheet kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of practitioners assigned to each of the children.
  - The time of return.
- Practitioners 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, snacks and water. The amount of equipment will vary and will be consistent with the venue and the number of children, as well as how long they will be out for. Practitioners apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Practitioners take a list of children with them, as well as accident forms and a copy of St Marks Pre-school's Missing Child Policy. Emergency contact numbers for all children out on a visit will be held at the pre-school. The pre-school mobile phones are primed with the pre-school telephone number for practitioners to easily telephone the pre-school office. During any visits the pre-school telephone is always manned, and in the event of any incident the designated lead for the excursion will liaise with the pre-school office.
- The pre-school provides children with 'high viz' vests to wear. 'High viz' jackets will also be worn by practitioners and volunteers.
- As appropriate, records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Practitioners 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, practitioners ensure that children do not eat when travelling in vehicles.
- St Marks Pre-school ensures 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 the pre-school held on ..... (date)

Signed on behalf of the pre-school .....

Also see:	Administering Medicines	Health and Safety	
	Managing Children who are Sick, Infectious or with Allergies		Missing Child
	Parental Involvement	Safeguarding	Staff Personal Safety