



Supervision of children on outings and visits

Policy statement

Children benefit from being taken outside of the premises 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 as laid out 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.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as part of the daily activities of the setting.
- Parents are given more specific details prior to the activity/outing.
- We assess the risks for each local venue used for regular activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Our manager 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.
- Any written risk assessments for an outing are made available for parents to see.
- Off Premises - Our adult to child ratio is high, at least one adult to two children, depending on their sensibility, age and the type of venue, as well as how it is to be reached.
- On Premises - A minimum of two staff accompany children when using the facilities of Bewick Bridge School, and a minimum of two staff also remain behind with the rest of the children ensuring that ratios are met at all times.
- Named children are assigned to an individual staff member/volunteer to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. The senior staff member on each outing checks that these procedures are followed.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

13th April 2020

Review date: June 2021

- Parents who accompany Little Cherries on outings are responsible for their own child only. Where parents have undergone DBS vetting with Little Cherries as volunteers, they may be included in the adult to child ratio and have children allocated to them.

- Outings are recorded in the risk assessment file kept in the setting, 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.

- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children and a mini first aid kit. We may also take 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 ensure that children are dressed appropriately for the type of outing and weather conditions.
- We take a list of the children going on the trip, with contact numbers of parents/carers, as well as accident forms and a copy of our Missing Child Policy.
- Little Cherries may provide children with stickers or 'high viz' vests to wear that contain the setting name and telephone number – but not the name of the child.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that, where required, booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- 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 Little Cherries:

Held on:

Date to be reviewed: June 2021

Signed on behalf of the management committee:.....

Name of signatory: Jennie Peacock.....

Role of signatory: (e.g. chair)Chair.....