



St. Michael's Pre-school

Policies and Procedures

8.3 Supervision of children on outings and visits

Policy statement

At St Michael's Pre-school we believe that 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 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.
- 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 outing 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.

- A minimum of two staff (staffing ratios are in place to) accompany children on outings that are off the premises. 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 an individual staff member to ensure that each child is well supervised, that 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 volunteer with us and hold a valid DBS certificate, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded by retaining parent authorization forms, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The time of return.
 - And any other information as appropriate.
- We 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 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 apply sun cream, with the consent of and as provided by parents/carers, to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- In an instance where the ratio of adult to children is higher than 1:2 we provide children with 'high viz' vests to wear. All children wear high visibility vests on outings
- Only hired coaches with drivers or public transport are used for outings and with appropriate safety measures, safety belts in coaches.
- Any staff from contracted transport companies do not have direct, unsupervised access to the children and only reputable companies are hired

This policy was adopted by

St Michael's Trustee Committee

~~11-03-19~~

On

27-06-2023

Date to be reviewed

Every 3 years or as required

Signed on behalf of the provider

Victoria Pearmain

Name of signatory

Victoria Pearmain

Role of signatory (e.g. chair, director or owner)

Chairperson

Other useful Pre-school Learning Alliance publications

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