Supervision of Children on Outings and Visits Policy

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

- Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination to plan the experience.
- The Daycare Manager/ Senior Officer will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment Policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.
- Parents sign a general consent on registration for their children to be taken out locally as a part of the daily activities of the setting.
- This general consent details the local venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- No less than 10 days before a proposed visit or outing, the setting will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.
- Parental consent is needed for all off-site visits and outings. The Admin Officer will take a photocopy of the signed Visits and Outings slips on the trip while the original will be stored in the nursery's records.
- Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be permitted to participate.
- All venue risk assessments are made available for parents to see.
- All outings must be authorised by a senior member of staff.
- On visits or outings, the staff to child ratio will be dependant upon the ages of the children within the group. As a minimum this will be the ratios set out in the EYFS Framework (2021).
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.

- Outings are recorded in an outings record book kept in the setting stating:
  - The date and time of outing
  - The venue and mode of transport
  - Names of staff assigned to named children
  - Time of return
- Staff take a work mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
- Staff take a list of children with them with contact numbers of parents/carers.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, staff will take regular head counts.

Use of vehicles for outings

- When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be sought.

If a vehicle is used for an outing the following procedure will be followed:

- Ensure seat belts, child seats and booster seats used
- Ensure the maximum seating is not exceeded
- A qualified member of staff will accompany the children
- No child will be left in a vehicle unattended
- Care to be taken when getting onto or out of a vehicle
- When using public transport ensure that all children are seated

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