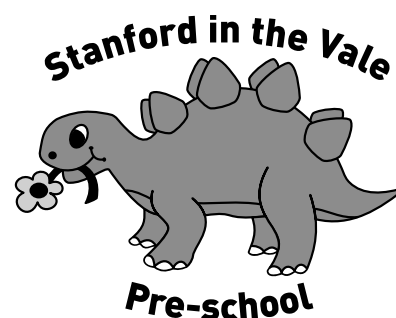


Hunters Field  
Stanford in the Vale  
Faringdon  
Oxfordshire SN7 8LX



## 3.1.8 - SUPERVISION OF OUTINGS POLICY

Revised May 2020

### Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, the village primary school or other suitable venues, for activities which enhance their learning experiences.

### Aims

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 will 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 will assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We will 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.  
A separate Forest School risk assessment is conducted and Forest School standard procedures are followed at all times. The designated lead is always a level 3 trained Forest or Beach School practitioner.
- Any written outing risk assessments are made available for parents to see.

For group provision: 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.

- For group provision: 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. On occasions such as school visits it is permissible that staff can take their key children alone.
- Named children are assigned to 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. We ensure that all children on the outing are 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 have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded on the relevant risk assessment 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 will 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, all located in the **Go Bag**. 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 will apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.  
We will 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.
- We will provide children with badges or 'high vis' vests to wear that contain the name and setting 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 will 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, we ensure that children do not eat when travelling in vehicles.
- We will ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
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We have a member of staff at the front, centre and rear of the group when moving to and from the Pre-School setting. We always remember to do a head count at regular intervals. Children are supervised, to ensure no child goes astray, and that there is no unsupervised unauthorised access to children.

- We record any accidents on an accident slip.
- We ensure children wash hands and remove shoes if returning into the session as appropriate.
- If the outing returns at the end of a session, staff still take the children into the setting, conduct a final head count and ask the parents/carers to collect from the pre-school room as per normal..

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

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