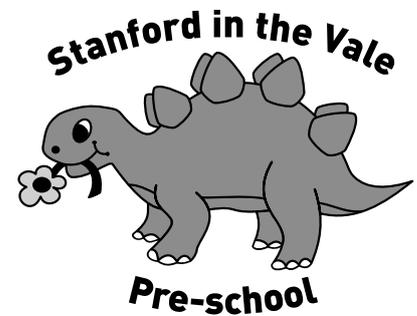


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



3.1.8 - SUPERVISION OF OUTINGS POLICY

Revised February 2018

Policy Statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues that enhance their learning experiences. Stanford Pre-school tries to allow for visits especially to our local park and to interact with the village primary school.

Aims

We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures 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 ensure that all parents have signed a consent form. A general consent form is signed as part of the registration documents, which allows the children to be taken out of pre-school to the adjoining village park, and to other local amenities. Other venues require a specific consent form signed prior to departure

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- A risk assessment is made for each venue, and this is reviewed regularly. All risk assessments are available for parents to see upon request. The risk assessment will assess any risks or hazards that may arise for the children, and will identify the steps taken to remove, minimise and manage those risks and hazards. Child to adult ratios will also be considered. For outings that are further afield staff members will do a risk assessment 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.
- Staff members will be assigned named children to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- 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 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 members 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.
- Outings are recorded in the risk assessments file stating:
 - The date and time of outing;
 - Names of staff assigned to named children;
 - Time of return.
- If taking the children away from the local vicinity of pre-school then staff take the Register (containing parental contact telephone numbers), Accident Records, a copy of the lost child policy, Children's personal medication if required and the Emergency "Go Bag" which may contain the following items inside:
 - A mini First Aid Kit
 - Pre-school mobile phone – containing parents contact numbers
 - Supplies of tissues, wipes, snacks, water etc.
 - Children's medications
- The amount of equipment required will depend upon the number of children attending and how long the outing will last. For longer outings outside the village staff will also take a copy of the Lost Children Policy.
- As stated within the "Administration of Medicines Policy and Procedure" Stanford Pre-school staff will only apply sun protection products for children who are staying the whole day at pre-school and where parental permission has been obtained, and sun cream has been supplied. This may be applied whilst in view of other staff members. Therefore, if it is appropriate, parents will be reminded that it is their responsibility to apply sun protection products to their child and supply a sun hat before they arrive at the setting, as the children regularly take part in outdoor play.
- We ensure that children are dressed appropriately for the outing and weather conditions.
- We provide children with badges or 'high viz' vests to wear that contain the pre-school setting and telephone number – but not the name of the child.
- We ensure that seatbelts 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 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. We ensure the building is secured when exiting.
- 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) _____