



8.3 Supervision of children on outings and visits

January 2025

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. At the Cygnets Milton Pre School we regularly enjoy trips within the local community. We ensure that there are procedures to keep children safe on outings; all staff 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.
- Manager, Deputy Managers 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, one adult to two children for children aged 2-3 and one adult to four children aged 3-4. Individual children's needs, sensibility and the type of venue, as well as how it is to be reached are all factored and adult to child ratio may be higher if necessary to ensure safety.
- A minimum of two members of staff accompany children on outings, one of which will be a level 3 with Paediatric First Aid training. Unless the whole setting is on an outing, a minimum of two staff members also remain behind with the rest of the children, one of which will be a level 3 with Paediatric First Aid training.
- 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
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

- Where adults have undergone vetting with us as volunteers, they may be included in the adult to child ratio and can have a group of children allocated to them. Adults who have not been vetted can have their own children allocated to them but not other children. These adults are not authorised to undertake children's self-care or lone work, only paid members of staff who have undergone vetting are authorised to complete self-care and lone work. These adults will receive a verbal briefing about expectations and will be required to read the outing risk assessment prior to the outing.
- Outings are recorded as an outings record, 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, a mini first aid kit, 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 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 provide children with badges and high viz 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 ensure that seat belts are worn whilst travelling in vehicles 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.

Visits to Milton Primary School building

We regularly make visits to the primary school that we share a site with. These outings are carried out at our normal ratios for children and children are not assigned to an individual adult or group. The needs of the cohort and individual children are always considered, and extra adults accompany the group if necessary and individual children assigned to an adult if the risk is high.

Procedures

- The Milton School Visit Pack is to be taken which contains the school's evacuation procedure, Safeguarding information and school's log of concern.
- A record of children being taken out of the school building, and their emergency contact details.
- Our evacuation bag containing change of clothes in the event of toilet accidents
- Mini first aid kit.
- Children's medication in case of emergency treatment. E.g. inhalers and EpiPens. Medication for use on milder illness or allergies e.g. Piriton, or medicated creams are not required to be taken.

