

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



## Safeguarding children

# Supervision of Children on Outings and Visits

## Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local areas such as the Millennium Green or other suitable venues for activities which enhance their learning experiences. We ensure that there are procedures and risk assessments to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

## 7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf</a>						

## 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.
- Parents sign a general consent on registration for their children to be taken out as a part of our daily activities.
- This general consent is “to take your child for outings by foot” as well as “to use the playground equipment at the Rotherfield playground” and “to take part in forest school type activities in the designated area below the bottom playing field”.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- For any major outings we ask that parents attend where possible, for example walking children to church for Harvest Festival.
- For any outings that take place off the Rotherfield recreation ground, a photo will be taken on the pre-school iPad of all of the children to ensure we are aware of what they are wearing.
- For those children that are not accompanied by a parent, parents sign consent that they are happy for staff to care for their child. We do not take responsibility for the transport of children and parents are asked to organise their own.
- A risk assessment is carried out before an outing takes place (the venues that we use also generally have their own risk assessment for visitors including children).
- All venue risk assessments are made available for parents to see.

- Our adult to child ratios are considered and adapted where necessary. A minimum of 2 adults will be on every outing.
- However, depending on their age, sensibility and type of venue, some children may need closer supervision and ratios will be amended accordingly by the Manager.
- All staff share the responsibility of the children and will be given designated tasks to ensure optimum supervision.
- 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 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.
- We provide children with high viz' vests to wear.
- At times it is necessary to take iPads out of the Pre-School on outings to capture photos of children for the purpose of documenting learning opportunities to include in Children's learning journals. When iPads are taken out of the setting they are signed in and out by a member of staff, the sign in/out sheet is located in the kitchen. The iPads will be counted at the end of the day to ensure all iPads are accounted for.

Major outings will have a separate register listing:

- The date - time - venue
- Names of children that staff are responsible for.
- For daily visits to our local recreational area:  
Register will be taken if all children on outing, but if small group taken, the children's names will be written on 2 pieces of paper, one to be taken on outing and the other to be kept with the register back at pre-school.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water, and any medication for the children on the outing (asthma inhaler, Epi-pen etc). 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.
- A minimum of two staff should accompany children on outings with a ratio of 1:5 and a minimum of two should remain behind with the rest of the children (taking into account ratio requirements). When the group is predominately 2 year olds the ratio will be 1:4 and a minimum of 3 staff.

This Policy was reviewed by	Laura Deveson
Adopted by	Rotherfield Pre-School Staff and Directors
Date	May 2024

Review Date	May 2025
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### Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
December 2020	None required	Sandra Cawsey	Rotherfield Pre-School Staff &Directors
October 2021	Added: iPads to be signed in/out when leaving the setting.	Emily Barton	Rotherfield Pre-School Staff &Directors
November 2022	Took out 1:5 ratio for outings.	Shereen Milledge	Rotherfield Pre-School Staff &Directors
May 2024	Name Changes	Laura Deveson	Rotherfield Pre-School Staff & Directors