



# Stanmore Baptist Preschool

## 8 Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

### 8.3 Supervision of children on outings and visits

#### 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. 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 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.
- Our co-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, 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.
- Children will be reminded of road safety and the need to hold hands with their adult.
- 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.
- A minimum of two staff should accompany children on outings, unless a solo outing is warranted and specifically approved by a Co- Managers (e.g. a short walk to the post box or visit to sensory room at nearby setting).
- Named children are assigned to individual staff members or volunteers 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.
- Parents who accompany us on outings will also be responsible for 2 children.
- Outings are recorded, 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 preschool mobile phone on outings. Parents who have volunteered to help on an outing will receive an email explaining that they can either leave their mobile phone at home or leave it locked in the cupboard at preschool. We are happy for the Preschool numbers to be given out to people who may be looking after younger siblings. We will take 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. Photos of the children and all contact details are taken on the outing.
- Parents will be asked to ensure their child is dressed appropriately for the type of outing and weather conditions, they will be asked to apply sun cream if necessary before we set off.
- We take a list of children with us with contact numbers of parents/carers, a copy of our Missing Child Policy any accidents are noted and added to the accident book on return to the setting.
- If public toilets are to be used, the staff will supervise this closely
- Where possible, we ensure that seat belts are worn whilst travelling in vehicles.
- 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.

(Ref: 11/23)