



## PUDDLEDUCKS Nursery & Pre-School

### SUPERVISION OF CHILDREN ON OUTINGS OR VISITS POLICY

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#### Safeguarding Children

##### Policy Statement

Children benefit from being taken out of the setting to go 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 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.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign a specific consent form before major outings; a risk assessment is carried out before an outing take place.
- Manager & Staff taking part in the outing sign off every risk assessment
- All risk assessments are made available for parents to see.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, type of venue as well as how it is to be reached. A minimum of two staff accompany children on outings and a minimum of two staff remain with any children not on the outing.

- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff regularly 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 in an outings record book kept in the setting stating:
  - Date and time of outing
  - The venue
  - Name of staff assigned to named children
  - Time of return
- Staff take a mobile phone on outings and supplies of tissues, wipes, pants, etc as well as a mini first aid pack, medication, 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.
- Staff take a list of children with them with contact number for parents/carers. Accident book and a copy of our missing child policy.
- We provide children with Hi-Viz vests to wear that contain the name and setting telephone number, but not the name of the child

This policy has regard to our Safeguarding policy and in the event of children at risk will become our point of reference and actions.