



Freeland Pre-school

Freeland Partnership Foundation Stage Unit,
Freeland CE Primary School, Parklands, Freeland, Witney, OX29 8HX

Tel: 01993 882945

Email: freelandpg@hotmail.co.uk

Web site: www.freelandpreschool.org

Freeland Pre-school is a Registered Charity [No: 1015592]

Supervision of children on outings and visits

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

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.
- Children with allergies or other specific needs have a separate risk assessment completed by their Keyperson
- An excursion will not go ahead if concerns are raised about its viability at any point.
- We operate an Outdoor Explorer session which we conduct a separate risk assessment for.
- Any written outing risk assessments are available for parents to see if requested.
- We aim for a higher adult to child ratio for outings (normally one adult to two children) and the ratio depends on the 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.

- 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.
- Parents who accompany us on outings are responsible for their own child. 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 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 and a copy of our Missing Child Policy.
- For major outings we provide children with stickers to wear that contain the name and setting telephone number – but not the name of the child.
- A record is kept if vehicles are used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child. If travelling by coach we have been advised (by the coach company) that car seats should not be used for health & safety reasons as they cannot be correctly fitted to the coach seats.
- 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.

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)