



Hambledon Youth Hut
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8.3 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 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

- There is a designated lead for each excursion that 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.

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

- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- The Supervisor and all staff taking part in the outing sign off every risk assessment.
- The general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly and each time they go out.
- 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 for children aged 2 years old, and one adult to three for children aged 3 and over. These ratios are flexible and will depend the other factors such as, age, sensibility, mobility, the type of venue, as well as how it is to be reached. A rope with handles may also be used to escort the children as well as a pushchair, for the younger or less able children.
- For group provision: A minimum of two staff, accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff is to remain behind with the rest of the children at preschool. All ratios will be met to ensure the safety of children in and out of setting.
- Named children are assigned to individual staff/volunteer/helper to ensure that each child is well supervised and that no child can go astray as well as ensuring there is no unauthorised access to the children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany on an outing they will be included in the adults to child ratio (2 children over 2 years, 3 children over 3 years) and have children allocated to them.

Outings are recorded in an outings record book kept in the setting stating:

- The date and time of the outing.
- The venue and mode of transport used.
- The names of the staff members/volunteers/Parents assigned to each of the children.
- The time of return
- Staff 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, emergency contact list, 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 apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- 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 and adults with 'high viz' vests to wear.
- 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 that booster seats 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.

After School Club

After School Club follows the same procedures as stated above. As well as the following:

- All adults and children wear Hi viz vests and hold onto the rope with handles to and from Hambledon Primary School, unless instructed otherwise by the designated lead.
- Children aged 8 and over, walk at the front of the walking bus with the designated lead and stays with the group.
- Our Ratio's are 2 adults for up to 10 children and 3 adults for over 10 children.
- All children must hold the rope at all times, with one adult at the front and one at the back. All other adults walk beside the group in the middle.

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2018)
- Managing Risk (2009)