

## 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 parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.*

*It is the ethos of our setting to ensure that children should enjoy the outdoors to its full potential, this includes using the local community as well as amenities on the premises and its grounds.*

*We have a duty to safeguard and promote children's welfare at all times and take any necessary steps to ensure this.*

#### **EYFS key themes and commitments**

1.3 Keeping safe	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning
1.4 Health and well-being			

#### **Procedures**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings that involve the transportation of children away from the nursery either by private passenger vehicle or public transport.

When taking children on such a trip, outing or special event the nursery will:

- Ensure the trip has a clear purpose and that staff, parents and children are made aware of this purpose.
- Ensure children will be kept safe and be supervised at all times. Adult-child ratios will be determined by the risk assessment.
- Prior to leaving an outing form must be completed and handed to senior staff.
- Secure written consent slips signed by a parent/carer should a mode of transport be used.
- Advise parents/carers of the time and place the visit will take place and the mode of transport.
- Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc. Parents will be advised of child: staff ratios.

### ***Risk Assessment***

- A risk assessment is carried out before an outing takes place (including weather and traffic reports) and ensures proper precautions are taken to prevent accidents.
- Wrist bands may be worn as a precautionary measure should this be deemed necessary in the risk assessment.
- Ensure the named first Aider carries the travel first aid kit any relevant medication.
- Ensure any relevant children's details are taken, especially those with specific medical conditions/social needs.
- All venue 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 type of venue as well as how it is to be reached.
- 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.
- Children are restrained in an appropriate car seat or seat belt. Children are not left unattended on outings or in a vehicle.
- Meeting places will be established should the group need to separate.
- Outings are recorded and kept in the setting stating:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names 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, snacks and water (if necessary). 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 numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- Before any outing we rehearse with the children what they should do if they get lost. They need to be aware of the dangers - particularly if they are going to be near a road or water - and the best ways to stay safe if they become separated from the others. They would be best to stay still rather than wandering about as this will help them to be found more quickly.
- Children from the age of three upwards should be encouraged to tell someone who looks like another mother that they are lost and they should be able to say where their supervisor's contact details can be found.

***Manager's responsibility:***

- To ensure proper plans and records are kept of outings, which include details about vehicles used, insurance details (relevant and up to date), staff participation and parental consent.
- To ensure the driver of a mini bus is over the age of 21 with a full current driving license. The manager has completed Midas mini-bus training.
- Ensure the vehicle has fire-extinguishing apparatus, which is maintained in good and efficient working order.
- Ensure vehicles used carry first aid equipment, prominently marked, also maintained in good and efficient working order.
- Will ensure staff are made aware of the nearest accident and emergency department is to the venue.

***Staff responsibility:***

- Ensure they have gained approval from the appropriate person.
- Ensure the safety and well being of all children, themselves and other adults.
- Be allocated key children of mixed ability, complying with usual ratios whilst on the trip.
- Ensure the register is taken before setting off, on arrival, before departure and again on arrival back at the nursery.
- Will make reasonable adjustments for children with additional needs and not treat a disabled child less favourably than someone else.

- Health and safety requirements may conflict the inclusion of all children to a particular venue, should this be the case an alternative venue/ arrangement will be sought to include all children.
- Staff will ensure they follow the nursery policies and procedures with regard to accidents or lost children.
- Will ensure they have appropriate and safe equipment for all activities.
- Where possible the nursery will consult with the children to find suitable venues for the enjoyment of all.
- Children will be prepared adequately for the trip.

**Legal Framework**

**ECM:** All

**The Health and Safety at Work Act 1974**

**Disability and Discrimination Act 1995**

**Transport Act 1985**

**2004 Change for Children Every Child Matters**

This policy was adopted by	All staff
Held on	April 2012
Date to be reviewed	June 2013

Signed \_\_\_\_\_

Name of signatory	Lisa Lowes
Role of signatory	Manager