



## Supervision of Children on Outings and Visits Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> <li>• Changed job titles</li> <li>• Added update from Preschool Learning Alliance template update August 2016; about outings having educational purpose, having a designated lead for each outing clear about their responsibilities, Practice Manager and staff taking part all signing the risk assessment, and high vis vests for children if they do not have contact detail badges to wear</li> </ul>
1.1	22.02.2018	RM / LC	<ul style="list-style-type: none"> <li>• Clarified that at least one staff member attending will hold full and current Paediatric First Aid certificate</li> </ul>
1.2	20.09.2018	RM / LC	<ul style="list-style-type: none"> <li>• Full annual policy review (incl. check against PLA templates)</li> </ul>
1.3	24.04.2019	RM / NK	<ul style="list-style-type: none"> <li>• Updated job titles</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	15 September 2009 by Windmill Under 5s Management Committee	
<b>Date of last review:</b>	17 September 2020	
<b>Date of next review:</b>	Autumn Term (September) 2021	
<b>Signed &amp; dated:</b>		Natasha Kann – Chairperson on behalf of the Management Committee

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

### **24. Supervision of Children on Outings and Visits**

#### **Policy statement**

Children benefit from being taken out of Windmills to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff at Windmills 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.
- At least one member of staff will hold current training in Paediatric First Aid.
- Parents/carers are always asked to sign specific consent forms before major outings. Parents/carers sign a general consent form on registration allowing their children to be taken out on short outings as a part of the daily activities of Windmills. This general consent details the venues used for daily activities – playground near Windmills, playing fields and village of Lacey Green.
- We assess the risk for each location used for daily activities, and review the risk assessment regularly.
- A risk assessment is carried out before an outing takes place, taking into account individual children.
- Before a major outing a member of staff/Management Committee will have previously visited the venue.
- All staff taking part in a major outing are given copies of the risk assessments to take with them on the trip, together with a map of the venue, and a list of the children in their care. Staff are required to sign to say that they have read and understood the risk assessments.
- Our Preschool Manager and all staff taking part in the outing sign off every risk assessment.
- All major outing risk assessments are made available for parents/carers to see.
- Children with allergies or other specific needs have a separate risk assessment completed, for example children with allergies visiting a supermarket.
- An outing will not go ahead if concerns are raised about its viability at any point.

- Our adult to child ratio is high on major outings, 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.
- A minimum of two staff should 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.
- Children are assigned to individual staff to ensure each child is supervised, to ensure 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 only. Where parents have undergone DBS checks 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 at Windmills stating:
  - The date and time of outing.
  - The venue and mode of transport used.
  - Names of staff assigned to each of the children.
  - Time of return.
- Staff take a mobile phone(s) on outings, as well as supplies of tissues, wipes, pants, nappies, medicines required for individual children, as well as a mini first aid pack, 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 ask parents/carers to apply sun cream to their children as need be and to ensure the children are appropriately dressed for the type of outing and the weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers, as well as a copy of our Missing Child Policy.
- We provide children with badges or 'high viz' vests to wear that include the name and telephone number of the setting – but not the name of the child.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children, and are not included in the ratios.
- When travelling by bus we ensure that seat belts are worn.