

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years Staff must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.8 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 are fortunate to have direct access to outdoor provision on our premises, so only need to go off site for trips/outings. 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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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.
- Additional consent is gained for specific outings
- 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.
- A risk assessment is carried out before an outing takes place.
- 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.
- At least one member of staff will hold a current paediatric first aid certificate during every trip
- Outings are recorded in a Risk Assessment folder in the Nursery Office or within the Pre Prep 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 (please see policy 1.11 regarding the safe use of phones) on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack (inc appropriate medication such as epi pens as appropriate), accident books, incident books, 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 will apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Staff take a list of children with them with contact numbers of parents/carers, and a copy of our missing child policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. Children always wear seat belts and boosters if applicable.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

This policy was adopted at a meeting of	<u>Glebe House School Nursery</u>	name of setting
Held on	<u>October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Setting Manager</u>	

Other useful Pre-school Learning Alliance publications:

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