

## **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..Jack & Jill's Pre-School is a setting which does not have direct access to outdoor provision on our premises, therefore will need to take children out daily The children and staff are given the choice for outdoor play each session and if they are at the setting for the whole day, they will be expected to access the outdoors either during the morning or afternoon session. For any outings outside the pre-school there are procedures in place to ensure a safe, enjoyable and stimulating experience for the children and adults alike. All staff and volunteers in our setting are aware of these procedures that are put in place and are followed so children are safe on outings.

#### **Procedures.**

- Parents need to sign a general consent on registration for their children to be taken out for local walks, visits to the recreational park and outdoor play at Hythe Primary School.
- This general consent details the venues used for daily activities.
- Parents will always be asked to sign specific consent forms, which will contain details relating to any major trip.
- Our adult to child ratio is high, normally one adult to five children, depending on their age (1:4 for under 3 years of age), sensibility and type of venue as well as how it is to be reached.
- For outdoor play at Hythe Primary School the normal adult to child ratio of 1:5 applies.
- On major outings a ratio of one adult to two children applies, parents/carers will be asked to help towards the adult child ratio.
- A register is completed before leaving the setting to record the children on the outing and a separate register is made for the children staying in the setting.
- Named children are assigned to individual staff to ensure that child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Wherever possible transport will be hired such as a coach or mini-bus, ensuring seatbelts are fitted and worn by all.
- Only places deemed suitable for the ages of children will be visited.
- Consideration for special needs, allergies etc will be used when choosing places to visit.
- A risk assessment for all venues will be carried out prior to visits and are reviewed regularly.
- All venue risk assessments are made available for parents to see.
- Throughout the outing all children will be fully supervised to ensure their safety and enjoyment at all times.
- Registration cards and contact numbers of parents/carers of all children will be taken along to ensure we can contact them if needs be.
- The person in charge will ensure a register is taken at regular intervals throughout the outing.

- A mobile phone, fully charged with call time will be taken to ensure ease of contact if needed.
- A supply of tissues, wipes, spare clothing and nappies should be taken, medicines required for individual children and Health Care Plans for individual children, must be taken along with a First Aid Kit and water. The amount of play equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- A qualified First-Aider will attend and will be responsible for ensuring a fully equipped first aid kit is available.
- Health and Safety measures will be in place to ensure the safety and well-being of the children, all children and staff will wear high visibility jackets on outings which require the crossing of any roads.
- The Pre-School will subsidise trips to make them financially accessible to all families.
- The Pre-School 'Missing Child Policy' is in place in the case of a child becoming lost whilst on a visit outside of the setting.
- A minimum of 2 staff accompany children on outings and a minimum of 2 remain behind with the rest of the children.

**This policy was adopted at a meeting of Jack and Jill's Pre-School.**

**Held on** \_\_\_\_\_

**Date to be reviewed**   November 2017  

**Signed on behalf of the Management Committee.** \_\_\_\_\_

**Name of Signatory (e.g. Chairman)** \_\_\_\_\_

<b>Date Reviewed</b>	<b>Amendments made (if any) Signature</b>