

# Supervision of Children on Outings and Visits Policy

## Statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Tisbury Pre-school ensures 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.

During the outbreak of COVID-19, trips and outings are suspended if staff feel that it is not safe. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.

## Procedure

- 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.
- Tisbury Pre-school ask parents to sign on registration, a general consent for their child to be taken out on local short outings as a part of the activities of the setting. This general consent details the venues used for such activities.
- Tisbury Pre-school assess the risks for each local venue used for activities and is reviewed regularly.
- Tisbury Pre-school asks parents to sign specific consent forms before major outings; the risks are assessed before the outing takes place.
- Children with allergies or other specific needs are considered as part of the risk assessment and are recorded accordingly.
- 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 read and sign.
- Our adult to child ratio is high, normally one adult to three 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 accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remains behind with the rest of the children.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.

- Staff frequently count their designated children and ensure that either the walking rope is held or the staff member holds each individual child's hand when crossing the road.
- 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 and, if necessary, 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. Parents are advised of suitable clothing and need for sunscreen for outings.
- As a precaution, we do not eat when travelling in vehicles.
- Tisbury Pre-school take a list of children with them as well as contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Tisbury Pre-school 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.
- Tisbury Pre-school ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted by: Tisbury Pre-School Committee

On: (date) .....

Signed on behalf of the provider: .....

Name of Signatory: .....

Position: .....

This policy is due for review on: November 2022