

8.3 Supervision of Children and Adults on 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. We ensure 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 when taking children walking anywhere other than on the school site at St. John's Street, Duxford.

General Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- An Outings Record is completed for all visits and trips off-site.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket. No child will take part in off-site visits until this has been completed.
- 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 see.
- A minimum of two staff 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 under 3 and any child with a specific risk assessment that has identified additional supervisory needs, will be on a minimum 1 adult :3 children ratio, and ideally 1 adult :2 children ratio. All other children 3 and over will be cared at a minimum 1 adult :6 children ratio, and ideally a 1 adult: 4 children ratio.
- Named children are assigned to individual staff member 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 the walking procedure is followed 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 vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- We 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, 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 apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

- We take a list of children with us with contact numbers of parents/carers, as well as various other paperwork as detailed in the sub-section below.
- We provide children with a high-visibility jacket to wear.
- We 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.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

Risk Assessments

- For each journey there should be a risk assessment carried out by a staff member who is competent to do so. This should detail any risks or hazards, action to be taken to minimise those, a decision as to whether the outing should still go-ahead once risks have been considered.
- The risk assessment should be dated and signed and reviewed every 6-months for regular walks or each time a new event or outing is organised.

Equipment to be taken

The following equipment should be taken with staff on every off-site visit or outing:

- First aid kit;
- Rope for walking along the road side;
- High visibility jackets for all adults;
- High visibility jackets for all children;
- Mobile telephone;
- Changes of clothes for children in the event of soilage;
- Any medicine or medical equipment required by individual children attending the outing;
- Pens for completing paperwork;
- Protective hygiene equipment such as gloves and aprons for staff.

Paperwork to be taken

The following paperwork should be taken with staff on every off-site visit or outing:

- Outings Record;
- Register listing all the children present;
- Emergency medical information for all children and staff attending the outing;
- Accident forms;
- Incident forms;
- Emergency contact information for all children and staff attending the outing;
- Log of concerns forms;
- A copy of the Missing child policy.

Walking procedure

- Before leaving the setting all children and adults need to be wearing a hi-visibility jacket.

- A head count of children must be completed before leaving the setting and when arriving back, as well as at regular intervals throughout the trip.
- For all trips off site where either crossing a road or walking along the roadside may take place, 5 members of staff will attend wherever possible, 2 of whom should be level 3 qualified or above and 2 of whom should be level 2 qualified or above. However, fewer than 5 staff may take the children for trips off site depending on the specific circumstances of the trip and the outcome of a risk assessment.
- When walking off-site with the children, staff may use a rope barrier to act as a visual reminder to children not to stray away from the group or into the road. When used, this rope will be held by 3 staff members who will be walking on the kerb side of the pavement, with children away from the kerb side as much as reasonably possible. The rope will be led and finished with a level-3 practitioner or above wherever possible.
- When crossing roads using the rope barrier, two level-2 or above members of staff will stand in the road on either side of the line of children to stop traffic in each direction, leaving the remaining staff members still operating the rope barrier.
- Where possible those children who have not been off-site with Duxford Preschool before will need to hold the hand of an adult, preferably a member of staff or relative until we can adequately assess their competency in following instructions and road safety awareness.
- Where possible before any journey with children off-site, a member of staff should walk the route first, on the same day, to assess any potential risks.
- All equipment and paperwork should be carried in rucksacks by staff or adult volunteers so that as many adults as possible have their hands free to assist children with walking safely.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	18 th April 2019	January 2020
1.0	Reviewed – no changes	N Hanlon	30 th January 2020	January 2021
1.1	Amended the walking procedures	N Hanlon	11 th May 2020	January 2021
1.1	Reviewed – no changes	N Hanlon	20 th January 2021	January 2023
2.0	Updated to reflect changes to staffing ratios for off-site trips and the requirement for an Outings Record to be used for every trip	N Hanlon	2 nd July 2021	January 2023
2.1	Reviewed – no changes	N Hanlon	25 th January 2023	January 2025