

Supervision of Children on Outings and Visits Policy

Safeguarding Children

Policy statement

Children benefit from being taken out of the settings to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff members at our Charity ensure that there are procedures to keep children safe on outings; all members of staff, volunteers, learners and Trustees are aware of and follow the procedures below.

1. 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.
- This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before non-local outings and include parental permission for any emergency medical advice or treatment should it be required.
- All outings should be planned as part of the Early Years framework.
- Member of Senior Leadership Team to authorise all outings.
- All venue risk assessments are available for parents to see.
- A level 3 keyworker will be selected to take responsibility on the outing and to make any ultimate decisions as necessary.
- At least one member of staff in outing ratio must have current paediatric first aid training.
- 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.
- Headcounts to be taken at agreed points as highlighted on the risk assessment.
- Outings are recorded in an outings record sheets kept in the setting.
- Staff members take a designated mobile phone on outings, and supplies of tissues, wipes, pants etc. 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.
- Mobile phones should only be used for the purpose of an emergency
- Photos of children on outings must only be taken with the use of the Centre's equipment.
- Staff members take a list of children with them with contact numbers of parents/carers.

- Records are kept of the vehicles used to transport children, if applicable, with named drivers and appropriate insurance cover.
- A minimum of three staff should accompany children on outings and staff ratios must be maintained for the children remaining at the setting.
- The child's welfare is paramount.
- Outings should be evaluated.
- Parents/carers attending any groups, sessions or drop-ins within the organisation are responsible for their own children at all times.

Policy Name	Supervision of Children on Outings and Visits Policy
Version Number	V2
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/ involved in developing the policy	Safeguarding Team
This Policy was adopted by	Trustee Board
Date	March 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	March 2019