

## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

### 8.3 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. 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.

#### Procedures

- 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.
- 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 carry out a risk assessment 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.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate Forest School risk assessment is conducted and Forest School standard procedures are followed at all times. The designated lead is always a level 3 trained Forest School practitioner.
- Any outing 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 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 remain behind with the rest of the children.
- 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 hands are held 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.
- Outings are recorded on an outings form kept in the setting, stating:

- The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the staff members assigned to each of the children.
  - The time of return.
- 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 an accident book and a copy of our Missing Child Policy.
  - We provide children with badges to wear or 'high viz' vests that contain the name and setting telephone number – but not the name of the child.
  - Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
  - 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.

### **Planning Transport**

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Whether the driver holds the appropriate valid licence.
- Number of driving hours required for the journey and length of the driver's day.
- Type of journey – local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Arrangements in case of breakdown/emergency.
- Appropriate insurance cover.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.
- Seat Belts must be available and worn by all passengers

### **Supervision on Transport**

- The group leader is responsible for the party at all times, including maintaining good discipline.
- All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – children should always hold hands with an adult when near roadsides and Pedestrian Crossings should be used where possible.

- Appropriate supervision and monitoring of behaviour should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated adult should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.
- Travel sickness tablets should only be administered to a child with authorisation from the parents.

### **Hiring Coaches and Buses**

- The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.
- Operators must have the appropriate public service vehicle (PSV) operator's licence.
- When booking transport, the group leader should ensure that seat belts are available. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.
- If any of the group use a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities.

### **Private Cars**

- Staff and others who drive children in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the children.
- Volunteers should be carefully vetted by the pre-school before they are permitted to drive children in their car and another member of staff must also be present.
- The driver is responsible for making sure that passengers have a seat belt and use it at all times.
- When parents or volunteers help to transport others in their own cars, they must be aware of their legal responsibility for the safety of the passengers in their car.
- Parents' agreement should be sought (on a consent form) for their children to be carried in other parents' cars. This can also be a private arrangement between the parents themselves.
- Parents driving children are not put in a position where they are alone with a child.
- The group leader should arrange a central dropping point for all children rather than individual home drops.

### **Insurance**

The Pre-school Insurance with the PSLA covers all children and adults whether on or off the premises for Public liability. Additional cover may be necessary for participants with medical conditions. The group leader should check this with the insurance company before departure.

### **Other useful Pre-school Learning Alliance publications**

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