

Safeguarding and Welfare Requirement: Safety and Suitability of

Premises, Environment and Equipment

Children must be kept safe while on outings.

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. Staff at Hopscotch Playgroup ensure that the following procedures to keep children safe on outings are adhered to.

Procedures

- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents sign a general consent when their child/ren start at Hopscotch, this gives consent for short, local outings undertaken as part of the daily activities of the setting.
- Parents always sign specific consent forms before major outings. Major outings being when everyone will be away from our usual premises and/or when we are outside of our local area.
- A risk assessment is carried out before an outing takes place.
- The 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.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high. For major outings it is normally one adult to two children. When deciding on the appropriate ratio for each trip the age and capability of the children attending and the venue/destination, as well as how it is to be reached, will be considered.
- Named children are assigned to individual staff to ensure 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.
- A record of the outing detailing the date and time of the trip, the names and numbers of children and adults attending and the staff assigned to named children is made.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. We ensure any emergency medication required for individual children along with the appropriate protocols and/or record books are taken. 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.
- For major outings 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 or 'high viz' vests to wear.
- Records are kept of any 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.
- When the whole group is not going out, a minimum of two adults accompany children on the outing and a minimum of two adults remain behind with the rest of the children.

This procedure was formerly a part of the Health and Safety policy and, as such, was adopted at a board meeting of Hopscotch Playgroup, held on the 16th August 2006. It was reviewed and updated on the 17th March 2009 and the 25th January 2011.

It was adopted in this format on the 20th March 2012.

Reviewed 11th March 2014

Reviewed 18th March 2015

Reviewed 15th March 2016

Reviewed and amended 24th June 2017

Reviewed 20th March 2018

Reviewed 18th March 2019