

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

St, Mawgan Pre-school – Procedures for Outings and Visits

Safeguarding children

1.8 Supervision of children on outings and visits

St Mawgan Pre-school believe that the safety of children and adults on outings is of paramount importance.

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. Our setting does not have direct access to an outdoor provision and we need to take children out daily. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keepig safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

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. See individual risk assessments, a copy of which are in the preschool blue rucksack.
- Parents are aware of the need for freeflow outside provision and are told that we will make regular, in some cases, daily trips around the village, and that their child will take part in these visit.
- There is a risk assessment for each venue carried out, which is reviewed regularly. We take into account any child with special needs, the roads with lack of pavements, and other hazards such as water, animals etc. Cultural requirements will also be taken into account.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Ratios are considered when moving around the village, ‘Walk-a-dials’ (6:1) are used, whilst 2 members of staff control traffic while the children use the village roads.

- 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.
- Outings are recorded in back of the register/day book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings- trips within the village where there is no signal then availability of the nearest phone will be noted (Post Office, Pub, Community hall)- 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.
- Staff take a list of children with them with contact numbers of parents/carers
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.(business use) MOT certificates checked as well as harnesses, seat belts, child seats, booster seats and use of air bags. We would ensure that the maximum seating was not exceeded.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. There may be occasion when one Level 3 qualified practitioner will walk to the school or shop with up to 2 children.
- See also Missing Children Policy

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____

Other useful Pre-school Learning Alliance publications:

- Register and Outings Record (2006)
- Risk Management in Early Years Settings (2007)