

Sunbeams Play

Safeguarding children

1.8 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 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 Keeping 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 form for their child to be taken out of the setting if an outing is planned. However, due to the nature of the children and other limitations, the chances of our setting taking children out is minimal.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- 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.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- 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 an outings record 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 designated Sunbeams Play 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.

Information will be gathered from parents /carers about child's individual needs.

- Staff take a copy of the list of children which is held in the office 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, vehicle MOT.

Any contracted transport companies have been vetted and registered and staff hold a current DBS /CRB.

- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

This policy was adopted at a meeting of		name of setting
Held on		(date)
Date to be reviewed		(date)
Name of signatory		
Role of signatory		