



A world in which Autism is celebrated.

Registered Charity No. 1152188

Safeguarding Children and Young People

9. Supervision of Children/Young People on Outings and Visits.

Policy statement

Children and young people 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 and young people safe on outings, all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents/Carers sign a general consent form for their child/young person to be taken out of the setting if an outing is planned. However, due to the nature of the children/young people and other limitations, the chances of our setting taking children/young people out is minimal.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents/Carers 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/carers to see.
- Our adult to child//young person ratio is high, normally one adult to two children/young people, 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/young person is individually supervised, to ensure no child/young person goes astray, and that there is no unauthorised access to children/young people.
- 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/young people.
 - Time of return.

- Staff take a designated Sunbeams 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/young people as well as how long they will be out for. Information will be gathered from parents /carers about child/young person’s individual needs.
- Staff take a copy of the list of children/young people which is held in the office with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children/young people, with named drivers and appropriate insurance cover, vehicle MOT including Sunbeams’ minibus (see Minibus policy No.9.a).
- Any contracted transport companies have been vetted and registered and staff hold a current DBS.
- A minimum of two staff should accompany children/young people on outings and a minimum of two should remain behind with the rest of the children/young people.

This policy was adopted on

20th April 2015

Policy updated

July 2025

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	12/07/2025
Sue Carr	26/04/2026