

# Bow Lane Pre-school

## The Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

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

### Outings

#### 8.13 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 ensures 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 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. This is Morden park and the walk to school for wrap-a-round children.
- There is a risk assessment for each venue carried out.
- 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/three children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- The school pick ups & drop offs to St John Fisher nursery school will be one adult to three children (2 adults present) as they will be over three years of age. The walk to Hatfeild which is

only next door will be one adult to 4 children as they will be over three years of age and there are no roads to cross. If there are two or less children for St John Fisher one adult will take the children on their own.

- 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 Bow Lane Pre-school outings risk assessment 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, 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.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- 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.
- We provide children with 'high viz' vests to wear that contain the name and setting telephone number – but not the name of the child.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff will accompany children on outings (see above for St John Fisher/Hatfeild drop offs) and a minimum of two will remain behind with the rest of the children.

This policy was adopted at a meeting of	<u>Bow Lane Pre-school</u>	name of setting
Held on	<u>6<sup>th</sup> September 2018</u>	(date)
Date to be reviewed	<u>6<sup>th</sup> September 2019</u>	(date)
Signed on behalf of Bow Lane Pre-school		
Name of signatory	<u>Gaye Hooker</u>	
Role of signatory	<u>Owner</u>	