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## 8.3 Supervision of children on outings and visits

**Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Little Owl Childcare will ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

**Procedures**

* Written permission must be obtained from all parents prior to the outing.
* We will assess the risks for each local venue used for daily activities, which is reviewed regularly.
* We will always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
* Any written outing risk assessments are made available for parents to see.
* Our adult to child ratio is high, we will ensure there will be one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
* A minimum of two staff will accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
* Named children are assigned to an individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
* 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 first aider must be present and a suitable first aid box must be taken. As well copies of the registration forms containing contact numbers, allergies etc.
* Staff will take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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. We will apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
* We will 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 stickers to wear that contain the name and setting telephone number – but not the name of the child. Additionally, the sticker will contain the telephone number of the setting who is on the outing. The sticker must be displayed on the child in a manner which is visible and is not easily removed by the child.
* Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. The vehicle that can be used to transport children is [Sarah McCormick’s].
* Toilets facilities must be provided for the children at regular intervals.
* The children must be counted before setting off ( on the coach is being used) and should be re-counted at regular intervals through-out the outing. If the group is broken up into sub groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.