

Supervision of children on outings and visits Policy

Early Years Foundation Stage 2017:

3.25. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

3.65. Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

3.66. Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

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. We ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

Ratios

There are no alternative ratios within the safeguarding and welfare requirements for outings or visits, however, for children attending Fennies nurseries the following must be adhered:

A minimum of two staff accompany children on outings, a Level 3 qualified member of staff or above must always accompany the children on the outing as well as a certified paediatric first aider.

Recommended outing adult to child ratios

- 0-2 years old: 1 adult to 2 children
- 2-3 year old: 1 adult to 3 children
- 3-5 years old: 1 adult to 4 children

Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. It is of the Nursery Manager's discretion as to what the staff and child ratio will be for each outing.

However, when going on an outing such as for a walk and taking a triple pram the ratio is 1 adult to 3 children as long as the children remain in the buggies at all times.

Parents and students must not be included in the staff/child ratios. However, they can be used to help on an outing under supervision of a staff member. Parents helping out on an outing must only supervise their own child and no other children.

Where parents have undergone vetting with us as staff / volunteers, they may be included in the adult to child ratio and have children allocated to them.

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the lost child procedure will be implemented immediately.

Procedure

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- The manager / deputy manager must be informed of the planning of an outing.
- Parents **MUST** sign the consent form when their child starts at the setting, this is for short outings such as to the local park, shops or to the post box. However, for outings that last more than 30 minutes, or require the use of transport, parents must sign a consent form specifically for the outing and should be made aware of the setting procedures for outings.
- Prior to the outing taking place a written risk benefit assessment **MUST** be in place to identify any potential hazards for each type of outings. This also has to include an assessment of the adults to child ratio and any medical needs of the children taking part in the outing. Blank risk benefit assessments forms can be found [here](#).
- The nursery manager and all staff taking part in the outing must sign off every risk assessment.
- Ratios are maintained while on outings, though for many types of outings the risk benefit assessment may identify that additional staff are needed to meet the needs of the children.
- 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.
- For nurseries who operate Forest School sessions or regular trips to care homes a separate Forest School / care home risk assessment is conducted and followed at all times. For Forest School sessions the designated lead is always a level 3 trained Forest School practitioner.
- Named children are assigned to 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.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

- A central meeting point must be arranged if the group needs or does split at any point. If the group is to split this must only be done if absolutely necessary i.e. if the whole group cannot fit on to a bus or if there is an emergency.
- Practitioners must keep a record of the following information. This information must be kept on site for 6 months after the date of the outing.
- Outings are recorded in an outings log sheet, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - A detailed description of clothing each child is wearing in case of the unlikely event of a child going missing
 - The names of the staff members assigned to each of the children.
 - Contact numbers for parents
 - The time of return.
- Children must be given a Badge/label to wear that contains the name of the settling and the telephone number (but NOT the child's name) as well as High visibility jackets for children to wear.
- The lead member of staff must also wear a high visibility jacket to ensure they can be seen by all.
- At least one member of staff must hold a current paediatric first aid (PFA) certificate on each outing.
- The person in charge of the outing must take the **outing mobile** phone and ensure it is fully charged and contains credit. **Staff are not permitted to take their own mobile phone, the nursery manager's mobile phone or any personal belongings.**
- During outings the person in charge must contact the manager /deputy manager once they have reached their destination and again when leaving to return to the nursery.
- The nursery camera must stay with the person in charge of the outing. In the event that the camera is lost, this must be reported to the nursery manager immediately.
- A copy of the lost child policy is to be taken on the outing with the lead member of staff.
- If a child requires medication whilst on the outing the nursery's medication policy must be adhered to.
- We apply Stokoderm sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- On long outings during meal times, food and drink must be provided at a similar time to those at nursery and drink should be offered throughout the day. Staff must also be provided with food and drink.
- Dietary requirements must be followed, and a dietary sheet must be taken on the outing.
- Critical Care Plans and medication packs must accompany children on trips/outings

An outing bag must be taken, which contains-

- Outing mobile phone
- Nappies
- Wipes & Nappy sacks
- Protective gloves and aprons (for nappy changing)
- Spare clothes
- First aid kit (belt packs will be available from May 2018)
- Tissues
- Snacks (if needed)
- Fresh water for each child
- Medication and Medication form (If needed)
- Critical care plans and risk assessments
- Money (if needed)
- Accident forms
- Outings log
- A copy of the lost child policy

NB The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long the group will be out for.

Use of vehicles

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

All other Fennies policies and procedures must be adhered to at all times when on outings.

Internal use only

| This policy was adopted on | Signed on behalf of the nursery | Date disseminated to staff | Date for review |
|----------------------------|---------------------------------|----------------------------|-----------------|
| July 2019 | | | July 2020 |



The right start for under 5s

fenniesdaynursery & preschool

Date of outing:
First aider on the outing:

Location of outing:

Designated lead:
Mode of transport:

| Child's name | Staff member supervising | Parents contact details | What is the child wearing ? (blue trouser and green top with a dinosaur on) or a photo to be attached. | Critical care plan / risk assessment required? Y/N |
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Nursery contact number: Outing phone number:
 Time leaving nursery: Time arrive at destination: Time leave destinations: Time arrive back at the nursery:
 Risk assessment attached: yes / no (please circle) Parent's permission needed: yes / no (please circle)