

Safeguarding children

1.8 Supervision of children on outings and visits

Policy statement for St Joseph's Pre-school

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.

We expect our staff to take particular care when supervising children in the less formal atmosphere of an educational visit where a more relaxed discipline may be acceptable. Staff remain in a position of trust¹ and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

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.
- There is a risk assessment for each venue carried out, which is reviewed regularly to ensure that the precautions remain suitable.
- 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.
- We encourage all parents/carers to accompany their own child on trips where possible. Those children who will be accompanied by practitioners will be in a 1:2 ratio maximum.
- 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; and
 - 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

¹ Everyone working with children has a "duty of care" to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to Children's Services or the Police.

Transporting children

In certain situations, staff or volunteers may be required to or offer to transport children as part of their work. As for any other activity undertaken at work, St Joseph's Pre-school has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks. The setting believe that this situation is unlikely to occur.

However, staff should not offer lifts to children unless the need for this has been agreed by the Lead Practitioner and/or Chair of Committee. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. If transport, eg. coach, is booked then this requirement should be double checked with the provider together with confirmation that their allocated driver holds a current DBS certificate and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport children outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parents/carers.

Refunds for outings and visits

As per St Joseph's Pre-school's Policy 4.10 Payment of Fees, refunds will not be made for school outings and visits as the Pre-school is still required to pay staff and for the Leigh Building and associated costs.

Missing child

Should a child go missing on an outing or visit, the Pre-school will follow guidance set out in the Pre-school's Missing Child Policy.²

Reference

Safer Recruitment Consortium

"Guidance for the safer working practice for those working with children & young people in education settings" v 2 May 2019

Associated Addendum April 2020

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	01/05/2019 Cttee Mtg
4.0	K Coupe, A Shipton & N Powers	Updated one bullet about staff ratio and children on trips. Also reviewed with reference to "Guidance for safer working practice for those working with children and young people in education settings" and the associate Addendum	29/04/2021 Cttee via email (quorate)
5.0	K Coupe	Inclusion of wording with regards to "duty of care"	14/07/2021 Chair (A Hitchings)

² Policy 1.7 Missing Child