**Tring Stepping Stones Pre-School**

## Supervision of children on outings and visits

**Policy statement**

We take the children on local outings such as trips to the library, local park, post box and for small walks around the town. We do not transport the children by car to venues, for outings which require transportation we ask the parents to meet us at the venue and stay with their children. 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.

**Procedures**

* 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.
* Parents are always asked to sign as part of the registration form to give consent for their child to be taken out as a part of the daily activities of pre-school, for outings and visits.
* This general consent gives examples of venues used for daily activities.
* There is a risk assessment for each venue carried out, which is reviewed regularly and for any outings that take place.
* All venue risk assessments are emailed out to parents before the trip takes place and all staff are given a copy to read and sign.
* Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
* We do have high ratios; 1 adult to 2 children if we are taking children on short outings to the shops or fire station. When visiting the church or grassy areas around the church we may walk with the children holding onto a washing line as we would do for fire evacuations. We would do this taking into consideration the ages, numbers and cohort of children we have on a particular day and we would always be well within our usual adult:child ratios.
* Named children are assigned to individual staff/parent helpers to ensure each child is individually supervised, to ensure 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.
* Outings are recorded at the back of the register

 The date, time out and in

 The venue

 Names of staff and children

 Risk assessed

* Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, relevant medication for individual children such as inhalers, 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.
* if it is a local outing (i.e. post-box, pond) taking place during the morning session a minimum of two staff should accompany children and a minimum of two should remain behind with the rest of the children.

**Outing venue (larger outings)**

* Venues used regularly are ‘risk assessed’ and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

**Further guidance**

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

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| --- | --- | --- |
| This policy was adopted at a meeting of | Tring Stepping Stones Pre-School |  |
| Held on |  |  |
| Date to be reviewed | April 2025 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
| Role of signatory (e.g. chair/owner) |  |  |

|  |  |  |
| --- | --- | --- |
| Staff name | Staff signature | Date policy was read |
| Nicola Poulton |  |  |
| Lucy Brittain |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |

2012 review – no changes

2013 review- no changes

2015 review – no changes

2016 review – removed coloured EYFS themed boxes, updated useful publications

April 2017- added these statements.

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.

 Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.

• Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.

June 2018- no changes

June 2019 – no changes

April 2020- Replaced ‘parent meet us at the venue and collect children from the venue’ with ‘parents meet us at the venue and stay with their children’.

March 2022 2021- **Outing venue (larger outings)**

* Venues used regularly are ‘risk assessed’ and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

March 2023 – no changes

April 2024 – updated staff list