



## **30. Safeguarding Children Policy**

### **Outings and Visits**

#### **Aims of Policy**

Children benefit from being taken out of the Pre-School to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. This policy aims to outline the process for safeguarding children when on outings and visits.

#### **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents sign a consent for outings at the start of the year and are notified of major outings prior to their occurrence with the ability to opt out if they wish. For larger outings, such as the end of year trip, a separate consent form will be obtained and kept on file.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children, depending on the nature of the outing.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in an 'outings record folder' stating:
  - the date and item 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, a snack and water/juice. 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. We will always use a reputable coach company to ensure the vehicle is well maintained, has a suitably qualified driver, is fully insured and has up-to-date safety features.
- We will endeavour to sit the children with one adult between three children across the aisles or if this is not possible immediately in front or behind so that each child can be reached easily in an emergency.
- All staff will be asked to attend coach outings and volunteer parent helpers will make up the rest of the numbers required. Parent volunteers will never be left in sole charge of any children or accompany children on any toilet visits. It may not be possible to take every parent who offers their help if we are over-subscribed.
- The register will be taken at the beginning and end of the outing and at any time the Pre-School Manager considers it is necessary in order that we can account for everyone on the list. We will also take regular headcounts as the manager sees fit.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2009 created*  
*2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*  
*July-Nov 2017 reviewed and updated*  
*June-July 2018 reviewed and updated*  
*May 2019 reviewed and updated*  
*June 2020 reviewed*  
*June 2021 reviewed*  
*July 2022 reviewed*  
*June 2023 reviewed*  
*September 2024 reviewed and updated*