



Hopton school house Playgroup and OOSC policies

1.8 Supervision of children on outings and visits

Policy statement

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. We do not have direct access to outdoor provision and therefore need to walk our children to the garden daily. 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

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.
- 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.
- Our adult to child ratio is high and is dependent on their age, sensibility and type of venue as well as how it is to be reached.



Hopton school house Playgroup and OOSC policies

- 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.
 - Time of return.
 - Risk assessment in place
- Staff will take **work mobile phone out to the garden or** on outings, and supplies tissues, wipes, 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 will take a list of children with them with contact numbers of parents/carers in case of an emergency.
- 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 if applicable.
- For whole group trips parents may be asked to attend/volunteer to support their child when needed.
- On outings children who are in the care of staff who do not have a parent/guardian with them will wear hi vis jackets so staff can easily recognise them with Hopton school house contact details attached in case of lost child.
- Parents/guardian's attending group trips will follow Hopton school house's trip rules/ risk assessments to ensure every child is kept safe.
- Staff will consistently count children throughout the days transitions to ensure they are all always accounted for and recorded on a register.
- If a child becomes lost/missing, staff will stay with the children whilst the DSL/Lead practioner goes to ask for help/look for the child.
- If a child is missing Staff will follow the [Missing lost child policy 1.7](#)
- Staff will only record photo's/video's on Hopton's tablet or phone and parents attending will only be able to take photos of their child with a staff member preset to ensure there are no other children in the picture.



Hopton school house Playgroup and OOSC policies

- Staff will review outings after to ensure any improvements if needed can be made for future trips
- Any voluntary parents, students/helpers etc must not be left with the children at any time without a staff member present and must not carry out any personal care of the children.