



The Little Meadow Group

Supervision of children on outings and visits

Procedure

Issue 4

August 2023

Author	Sharon Phillips	August 2015	
Reviewed	Sharon Phillips	August 2017	
	Sharon Phillips	August 2019	
	Sharon Phillips	August 2021	
	Sharon Phillips	August 2023	
Rewritten			



The Little Meadow Group

Supervision of Children on outings and visits

Policy Statement.

The Little Meadow Group recognises that children benefit from being taken out of the setting on organised trips and visits which will enhance and support the learning process. These procedures are focused on keeping the children involved safe. All staff and volunteers supporting the outing are made familiar with the procedure.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning And Development
1.3 Keeping Safe 1.4 health and wellbeing	2.2 Parents as Partners	3.3 The Learning Environment	4.2 Active Learners

Procedures

- The registration form contains a general consent for ad-hoc trips to Meadowside school and outings which parents sign and allows the children to be taken out as part of the daily activities of the setting.
- This general consent will be supported by consent on the day which specifically highlights venues other than Meadowside school i.e. post office.
- Each venue will have a risk assessment conducted which will be reviewed regularly.
- Parents are always asked to sign specific consent forms for major outings.
- A risk assessment is carried out prior to an outing taking place.
- All venue risk assessments are made available for parents to see.
- Dependent on the age, sensibility of group, venue and transport, the Group Manager and staff will set an appropriate ratio for the trip which will be higher than normal and in the region of 1 adult to 2 children.
- Children are grouped and assigned to designated staff to ensure each child is cared for, kept safe and cannot wander off and that there is no unauthorised access to the children in our care.



- Details of outings are recorded on the checklist (appendix 1)
- The Little Meadow Group mobile phone is taken and the number given to parents. Staff also take a list of contact numbers for the parents of the children attending the trip.
- Staff are to take equipment suitable for the purpose of the trip, children, time away etc must be taken in to consideration. This may include, first aid kit, wet wipes, changes of clothes, tissues, snacks and drinks.
- Records are to be kept of vehicles used and insurance details.
- A minimum of two staff should accompany children and a minimum of 2 staff should remain with those not included.



The Little Meadow Group

Date	Action Point	Completed	Signature
	<u>Venue</u> Rekkie carried out by _____ and _____ F) Suitability of route and duration G) Safety and suitability of equipment and surfaces H) Any permanent features that may _____ be a hazard I) Children's access and access by _____ strangers J) Protection from weather elements) The suitability of wash and toilet facilities L) Risk assessment M) Ability to meet children's specific needs		
	<u>Transport</u> N) suitable insurance O) suitable drivers P) Appropriate vehicles Q) Inclusion of seat belts, harnesses appropriate to age/ size of children R) Ability to meet children's specific needs		
	<u>Ratios</u> S) Play leader to agree with manager Recommended ratio _____ Agreed ratio _____		
	<u>Parental permission</u> T) Letters drawn up and sent to parents Return slips received and checked		
	<u>Emergency procedures</u> U) Agreed by staff V) Published to parents Copied to Chair		
	<u>Play leader on day</u> W) Mobile phone fully charged and credit X) First aid kit and gloves checked and packed Y) List of all children's relevant medical details and emergency contact numbers Z) Changes of clothes Carrier bags		
	<u>On day</u> AA) Register taken before boarding BB) Head count on transport CC) Head count on dismemberment DD) Register taken once on board for the return journey Head count following dismemberment at Meadowside		
	<u>Evaluation of outings and procedures</u> Carried out by: Review of procedure		