



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

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| Title | Supervision of children on outings and visits (Non LVC) |
| Code | LGPGCWSCSCOV |
| Author | Janine Polley and Michelle Miller |
| Version | 4 |
| To be reviewed | January 2021 |
| Setting Details | Linton Granta Playgroup and Toddlers, The Activity Room, Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: office@lintongrantaplaygroup.org.uk |

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 that enhance their learning experiences. It is the setting's intention to use the local environment to enrich the learning opportunities we offer our children by taking them on regular excursions on foot in smaller groups and as a whole group in our village. Trips may also be planned for further afield using approved sources of transport. Staff in our setting ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

This policy is separate from the "Outing within the grounds of Linton Village College Procedure"

Procedures

Before any outing the following must be done:

1. A risk assessment must be carried out by the Deputy Leader or Playgroup leader and any advice, literature or maps attached. This should include journey to the venue and the venue itself.
2. The Playgroup Leader or Deputy Leader must check that all children in that session have the relevant local visits consent signed on their information sheet in their personal file.
3. Additional support from appropriate adults over the age of 18 may be recruited to ensure an adult to child ratio of 1:2.

If any of these points are not met it may be necessary to cancel the outing at short notice.

In preparation for an outing on foot, within "the village"

4. At least two members of staff must accompany the children, one of whom must be the supervisor or a deputy. The ratio of practitioners to children must be at least 1:6 (one staff present for every six children on the outing). The ratio of adults (staff and parent/carer helpers) to child should be at least 1:2.

Worked examples

The numbers below suggest that a ratio of one adult for two children is more appropriate

- a small group of six children going to the bakers would require 3 adults to be in attendance: 2 practitioners (one of whom was a level 3, deputy or duty leader) and one further volunteer
- a group of twenty children going to the park would require ten adults to be present: at least 4 practitioners (one of whom was a level 3, deputy or duty leader) and six other adult volunteers.
- It may be appropriate that an individual child has the support of one practitioner to meet his/her specific needs and this should be identified on the risk assessment form.

5. The level 3, deputy or duty leader must check the contents of the outings bag and ensure the following items are included:

- List of all children and adults participating
- The risk assessment sheet
- Laminated copy of the outing procedure
- Charged mobile phone (with credit) and setting phone number
- A laminated copy of the Lost Child Procedure
- First Aid Kit including drinking water
- Any relevant Health Care Plans and medication.

6. The level 3, deputy or duty leader should have regard for weather conditions and make necessary allowances, and if in doubt decide to postpone the trip.

7. The level 3, deputy or duty leader must allocate children to specific adults. 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.

During the trip:

8. All children/adults must wear suitable clothing for the weather as well as High-Vis Jackets to ensure safety and visibility.

9. Close supervision of the children must be maintained at all times. We will use the doughnut train but if part of the main objective is for children to be free to stop and look at whatever interests them we will allow them to let go when the Leader/Deputy Leader deems it safe to do so.

Outings requiring transport

In addition to the above steps, the following must also be observed:

- Insurance company must be notified of proposed visit
- Transport company must hold appropriate insurance and vehicle test and maintenance records
- Seat belts must be fitted, functioning and used
- Extra provision must be made to allow for travel sickness, First Aid and toileting requirements
- Records are kept of the vehicles used to transport children, with named drivers

In the event of an incident involving a child or adult**Small group scenario**

- If further, non-urgent assistance is required the level 3, duty leader or deputy should telephone the playgroup for back up. Accompanying practitioners should ensure the safety of the children and give comfort as necessary

- In the event of a critical incident including a missing child the emergency services should be contacted in the first instance
- First Aid will be given as needed and recorded on return to playgroup on a Accident logging form.
- A report will be written and attached to risk assessment and filed in incidents folder
- If required OFSTED and RIDDOR will be notified

Large group scenario

- If further, non-urgent assistance is required the level 3, duty leader or deputy and a practitioner should accompany the child ahead of the main group back to playgroup.
- Accompanying practitioners should ensure the safety of the remaining children, giving comfort as necessary and return to playgroup by the quickest safe route
- In the event of a critical incident including a missing child the emergency services should be contacted in the first instance
- First Aid will be given as needed and recorded on return to playgroup on a Accident logging form.
- A report will be written and attached to risk assessment and filed in incidents folder
- If required OFSTED and RIDDOR will be notified

Related procedures and documents:

Outing within the Grounds of Linton Village College

Lost Child Policy

Critical Incident policy

Other useful Pre-school Learning Alliance publications:

- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Safeguarding Children (2013)

| This policy was adopted at a meeting of Linton Granta Playgroup | | |
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| Held on | September 2019 | |
| Date to be reviewed | September 2020 | |
| Signed on behalf of the Management committee | First signatory | Second Signatory |
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| Name of signatory | Amy Jenns | |
| Role of signatory | Chair | |