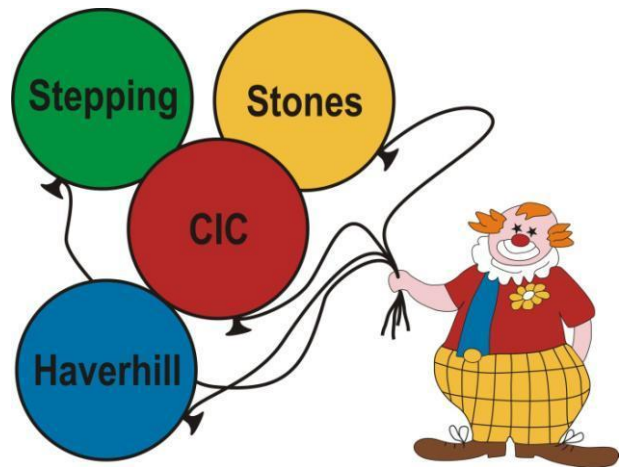


General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



Safeguarding children

8. Supervision of children on outings, visits and outdoor learning

Policy

Stepping Stones believes that visits, outings and outdoor learning play an important and enriching role in the programme of activities that we provide for the children which enhance their learning experiences. We are committed to ensuring the safety of the children in our care during such events. 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

Statement of intent

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit to the proposed destination so as to pre-empt any potential difficulties.

The supervisor will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to provisions set out in the Risk Assessment Policy. This should include consideration of the journey and the transportation involved. If a prior visit is not possible, the supervisor will write to the venue

requesting all relevant information and a risk assessment statement where available. Stepping Stones will make every effort to involve children in the planning of a visit or outing. Staff will explain to the children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution. Children will be talked through any potential safety hazards and told to remain with a designated staff member at all times. Staff will explain to the children what to do in an emergency, including a designated meeting point.

Procedures

Parental consent

No less than two weeks before a proposed visit or outing, Stepping Stones will send an email to the parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any additional costs involved, an outline of any journey involved and the mode of transport being used, as well as approximate arrival and departure times. Parental consent is needed for all off-site visits and outings. The supervisor will take photocopy of the signed visits and outings forms on the trip while the original will be stored in the settings records. Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have the appropriate signed consent form will not be allowed to participate.

During visits and outings

- On visits or outings, the staff to child ratio will be at least 1:8, subject to the nature of the activity and the risk assessment.
- Children will remain under close supervision at all times.
- The supervisor will ensure that a Full Aid Kit is on hand, in compliance with the relevant provisions of policies and procedures of the setting.
- A designated staff member will keep a mobile phone with him/her at all times and the number will be circulated to all parents/carers in advance of the visit or outing. The number will also be left at the setting in case of an emergency. (If applicable)
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff, adults and children participating in the visit or outing, will be left with the setting. (If applicable)
- Records are kept of the vehicles used to transport children (The voluntary sector will be sued at the first instance)
- Parental Involvement; parents are always welcome to join our trips and to be involved in the woodland walk activities.

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
On	28.02.2017
Date reviewed	October 2020
Date to be reviewed	October 2021
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory (e.g. manager/ deputy)	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory (e.g. manager/ deputy)	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was sent to staff to read on 13/10/2020 and needs to be acknowledged by staff electronically.