

Forres Sandle Manor (EYFS) Policy

Policy Title	Supervision of Children on Trips and Outings
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

SUPERVISION OF CHILDREN ON TRIPS AND OUTINGS

GENERAL WELFARE REQUIREMENTS

Safeguarding and promoting children's welfare. The provider must take the necessary steps to safeguard and promote the welfare of children.

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 learning.

POLICY STATEMENT

Trips and outings are an enriching experience which enhances children's active learning. Whenever possible we try to arrange for children to learn from first hand, key experiences gained from the world around them. We believe that 'every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances' (Wyse and Dowson, 2009).

PROCEDURES

- A risk assessment is carried out before each outing and a copy kept on file which includes information relating to the outing such as the venue and the time of return.
- The adult to child ratio is taken into account for the risk assessment.
- A risk assessment will also be obtained from the venue.
- If staff are unfamiliar with the venue a recce will be undertaken before the trip.
- Parents are required to sign a consent form for allowing children to go on outings where they are informed of the purpose of the trip. This will also give details specific to the trip such as clothing required etc. Parents also sign an online woofoo for individual trips.

- Staff will take a mobile phone which contains a list of contact numbers in the event of a delay or an emergency.
- Staff accompanying children on a trip will hold Paediatric First Aid certificates.
- Staff will take with them a first aid kit and snacks/sandwiches, change of clothes, hats and sun-cream and water as deemed appropriate for the trip.
- Should a child who is in receipt of medication be going on the outing at least one member of the accompanying staff should be fully informed about the child's needs and/or medication.
- Medication for the child will be taken in a secure container, in a cool bag if necessary, along with the signed parental consent form with instructions for its administration. This form will be signed by the member of staff responsible when the medication is administered and by the parent on return to school (please see the Pre-Prep Policy for the Administration of Medicines).
- Records are kept of the vehicles used to transport children with named, mini bus trained drivers and appropriate insurance cover.
- Where a mini-bus is used the driver will carry out appropriate checks.
- Children will be strapped into the vehicle at all times.
- children will not eat whilst in the vehicle.

SUPERVISION

- A small group of children to be assigned to a specific member of staff – Key Worker if possible in the Nursery.
- Children will be checked on to the minibus using a register. The leader of the group to double check before setting off.
- On return to FSM the non-driver to register the children off the minibus/coach. The driver to check the minibus.
- Group leader to carry out final check via the register.
- Registers to be completed on return to FSM.
- As a general rule we will ensure that our ratios are met within the staff body of FSM. If this is not possible we will invite other members of staff or more rarely, parents, to accompany us. In the latter case, will take into account their experience of working with children and will ask them to complete a Children's Barred List (List 99).