

CAMBO WRAPAROUND

Safeguarding and Promoting Children's Welfare

SUPERVISION OF CHILDREN ON OUTINGS AND VISITS

'The provider must take necessary steps to safeguard and promote the welfare of children' (Statutory Framework for the EYFS)

POLICY STATEMENT

At Cambo Wraparound, we strive to offer our children outings and visits but to factors such as, cost, transport, child:staff/parent helper ratio these are somewhat limited. However we strongly believe that 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, and we look to promote this activity more often. We are extremely lucky at Cambo Wraparound to have direct access to outdoor provision on the premises and offer weekly activities which involve bringing people/groups/organisations into our setting so that the children do not miss out in anyway.

When we do have outings we ensure that there are procedures to keep children safe, and all staff and volunteers are aware of and follow the procedures below.

Procedures

- There is a risk assessment for any venue carried out.
- 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, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- 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.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants 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 take a list of children with them with contact numbers of parents/carers.
- 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.
- Where transport is required the committee will attempt to secure funding for a coach and ensure the vehicle carries insurance suitable for carrying young children and staff.