

## **Supervision of Children on Outings (supporting children)**

### **1. Our Policy Statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. In line with The Hamlet Charter we ensure that all children and young people are kept safe as well as having access to the wider community and being provided with new opportunities.

### **2. Purpose of this policy and why we have it**

To ensure the children are safe.

To meet our legal and statutory duties according to Safeguarding and Welfare Requirements of the Early Years Foundation Stage (latest version).

### **3. The scope of this policy**

All staff and volunteers / work placements

Children and young people

Parents/carers

NB This policy applies when off the premises.

### **4. How we will implement and monitor this policy**

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting
- Before major outings we always ask parents to sign specific consent forms
- We risk assess each venue used for outings and daily activities; the staff will also dynamically risk assess the venue during each visit to identify new or changed risks
- All outing risk assessments are made available for parents to see
- Ratios of adults to children are specified in our Child to Staff Ratio Policy
- At least one person who has a current paediatric first aid (PFA) certificate must accompany children on outings
- A Safeguarding Lead must be present on each outing
- Named children are assigned to individual staff members to ensure that each child is well supervised
- Parents who accompany us on outings can only be responsible for their own child unless they have undergone Enhanced DBS checking. Where

parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them

- On occasion either Hamlet or hire vehicles will be used and full checks will be carried out.

## **5. Legal References and Context (latest version)**

Statutory framework for EYFS

**This policy should be read in conjunction with other relevant Hamlet policies and accompanying procedures.**

**Date approved by the Board:** July 2020

**Date of next review:** 2022

**Post holder(s) responsible for this policy:** Senior Manager JP

**Signed by Chair of the Board of Trustees:**

