



# Little Pippins FSU

# SAFEGUARDING POLICY

To be agreed and adopted by Governors Date: January 2021

Next Review Date: January 2022

# THIS IS TO BE READ BY ALL FSU STAFF ALONGSIDE ST MARGARET'S CEVA PRIMARY SCHOOL SAFEGUARDING POLICY

## 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. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

## Procedures

- 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. This general consent details the venues used for daily activities.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and a risk assessment is carried out before the outing takes place.
- All outing 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 the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. **At all times the FSU ratio is covered.** Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- All adults accompanying the children will wear high visibility jackets. Depending on numbers, jackets are also available for the children
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. 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.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- **Parents who accompany us on school trips will not be allowed to take their mobile phones with them whether they are CRB cleared or not.**
- **Any parent who accompany us on school outings / trips will be under supervision of the class teacher / FSU staff at all times.**
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

- Records are kept of any bus company vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.