

Supervision of Children on Outings and Visits Policy

Policy statement - 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. 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 Environment	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

Procedures

- Parents sign a general consent on registration for their child to be taken out as part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings and failure to return this on time could result in their child not taking part.
- Childminders will also be informed about any major outings to keep them informed as to what activities their child is undertaking and where they should be dropped off or collected from.
- A risk assessment is carried out before an outing take 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.
- Parents are informed through our Prospectus that all children in our care on an outing will wear a wrist restraint to keep them safe.

- Named children are assigned to individual staff and parent helpers, to ensure each child is individually supervised, to ensure that 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:
 1. The date and time of outing.
 2. The venue and mode of transport.
 3. Names of staff assigned to named children.
 4. 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, snack and water.
- The pre-school leader/or designated leader takes a list of children with them and contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- On local outing i.e. to the co-op, a minimum of two staff should accompany children and a minimum of two should remain behind with the rest of the children.

This policy was adopted at a meeting of Wilsden Pre-school

Held on

Signed on behalf of the management committee

Revised October 2009