

8.3 Supervision of children on outings and visits

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 as laid out below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting
- A risk assessment is carried out for each venue; this is reviewed regularly
- Parents are always asked to sign specific consent forms before major outings e.g. an outing requiring transport by coach, train etc., where they are not accompanying their own child
- 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
- Unaccompanied children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children
- Staff take a mobile phone on outings, as well as e.g. 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
- Staff take a list of children with them with contact numbers of parents/carers of unaccompanied children
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

This policy was adopted at a meeting of

Filton Park Preschool Playgroup *(name of provider)*

Held on

(date)

Date to be reviewed	Nov/Dec 2020	(date)
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)