



Supervision of children on outings and visits

Policy

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 some activities of the setting.
- 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.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, stage of development and the type of venue, as well as how it is to be reached.
- 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 supplies of tissues, wipes, spare clothing and nappies, medicines if 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, as well as an accident book and a copy of our *Missing Child Policy*.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover (whenever they are required)
- A minimum of two staff accompany children on outings.

This policy was adopted at a meeting of

Held on

_____ (date)

Signed by

