



Supervision of children on outings and visits policy

This policy was adopted by the Kingswood Pre-School Group on 29/02/2016

Policy review date: 29/02/2017

Signed:----- Date:-----

(Emma Austin – Chairperson of Kingswood Pre-School Group)

Safeguarding and welfare requirement

- Safety and suitability of premises
- Environment and equipment

Children must be kept safe whilst on outings.

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 commitments

Risk assessment	3.64
Outings	3.65, 3.66

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.
- 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.
- 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.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Other useful Pre-school Learning Alliance publications:

Register and Outings Record (2006)
Risk Management in Early Years Settings (2007)