

Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the Pre-School to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our Pre-School 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 Environments | 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 children to be taken out as a part of the daily activities of the Pre-School.
- Children must wear Hi-Vis vests when on outings, so they stand out.
- Staff must wear uniform and ID badges, so they are easily identified.
- 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, 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.
- Outings are recorded on an outings record sheet within our risk assessment file and kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
 - List of children's names
- Staff take their mobile phones 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 the small family emergency contact folder with them.
- When applicable records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. Usually when we visit the local park, situated behind the car park, we all go together as one large group.