



7D

## Supervision of Children on Outings and Visits

Children benefit from being taken out of the setting to go on visits or local parks or trips, or other suitable venues, for activities which enhance their learning experiences. Bradpole Preschool ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and following the procedures outlined below.

### Procedures

- Parents sign a general consent on registration for their children 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 a 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 the type of venue, as well as how it is to be reached
- Named 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
- Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing
  - The venue and mode of transport used
  - The names of the staff members assigned to each of the children
  - The time of return
- Staff take a mobile phone on outings, as well as supplies of tissue, wipes, spare clothing and nappies, medicines required for individual children, as 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 details of parents/carers, as well as an accident book and copy of our Missing Children's Policy
- Staff never take children in their own vehicle
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children



7D

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2019

Date to be reviewed: Autumn 2020