

# Supervision of Children on Outings and Visits Policy



## Policy statement

Children benefit from being taken outside of the premises on walks which enhance their learning experiences. We 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

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities. (Also see the Walking in the Village Policy).
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Any written outing 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, stage of their development and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Major 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
- We take a mobile phone on outings, as well as supplies of tissues, wipes, medicines required for individual children, a mini first aid kit. 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.
- At Sports Day a letter is sent to all Parents/Carers.

# Supervision of Children on Outings and Visits Policy



Date of Policy:	February 2018
Date to be reviewed:	February 2020
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	