



Waltham Pre-School

Supervision of Children on Outings and Visits

Policy Statement

Children benefit from being taken out of the setting to go on visits, 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

- Parent / carers sign a general consent on admission for their children to be taken out locally as part of the daily activities of the setting.
- Parents are always asked to sign a specific consent form before major outings.
- There is a risk assessment for each venue visited before the visit takes place.
- All venue risk assessments are made available to parents upon request.
- Our adult to child ratio is high, normally 1:2 depending on their age, sensibility, and the type of venue, as well as the transport to be used.
- 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 and kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of staff members assigned to each of the children.
 - The time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing, medicines required for individual children, a first aid kit, snacks, and water. The amount of equipment will vary and be consistent with the venue and 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 insurance cover.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.