

General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment

Children must be kept safe while on outings.

St Matthew's Pre-School

5.3 Supervision of children on outings and visits

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. Practitioners in our setting ensure that there are procedures to keep children safe on outings; all Practitioners and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration giving permission for their children to make local visits. All other visits require a specific consent form.
- 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 if requested.
- Our adult to child ratio is high. Legal ratios i.e. 1-8 for 3 year olds are covered by staff. Volunteers may be used to increase the ratio of children to adults. Regard will be given to the Statutory Framework guidance. Each outing will be individually risk assessed and ratios decided to ensure the safety and welfare of the child.
- Named children are assigned to individual practitioners to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Practitioners must take a mobile phone on outings, and possibly 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.
- Practitioners take a list of children with them with contact numbers of parents/carers.
- A minimum of two practitioners should accompany children on outings and a minimum of two should remain behind with the rest of the children.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory