

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Children must be kept safe while on outings.

### **8.3 Supervision of children on outings and visits**

#### **Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities 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 always ask parents to sign specific consent forms before major outings; and a risk assessment is carried out before the outing takes place.
- All outing risk assessments are made available for parents to see.
- Our adult to child ratio is at least one adult to three children for Pre-School, and one adult to eight children for After-School and Holiday Club.
- 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/parent helper 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 file 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, pants etc.as well as a 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.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- In the event of animals being at the venue we refer to 8.6 Animals in the Setting Policy

This policy was adopted by	Milford Pre-School Plus Ltd	
On	2 <sup>nd</sup> December 2014	<hr/>
Date to be reviewed	By December 2016	<hr/>
Signed on behalf of the provider		<hr/>
Name of signatory	Alison Aldridge	<hr/>
Role of signatory (e.g. chair, director or owner)	Chair of Directors	<hr/>

**Other useful Pre-school Learning Alliance publications**

- Daily Register and Outings Record (2012)
- Managing Risk (2009)