



## Supervision of children on outings and visits

At Stretton Pre-school we believe that 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 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.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed as required or when changes are made to the location
- 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.
- We adhere to correct adult to child ratios according to the EYFS Statutory Framework. If necessary, following a risk assessment, we will exceed the number of adults needed depending on the children's age/sensibility 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.
- 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 .
- 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, spare clothing and nappies, medicines required for individual children, 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 apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

- An 'Outings' tablet is provided at each setting. All photos and videos must be transferred and deleted from the outings tablet after the outing. No other tablet or device should be taken on outings as these will contain images of children.
- Staff frequently count their designated children and ensure children are either holding a 'walking rope' or hands are held when on the street and crossing the road.
- We provide children and staff with 'high visibility' vests to wear displaying the name of our setting.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident form and a copy of our Missing Child Policy.

This policy was adopted by

Stretton Pre-School

On

4 October 2018

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Emily Greenfield

Role of signatory

Chair person