

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 out of the setting to go on visits or trips around the village, orchard, church or other suitable venues, for activities which enhance their learning experiences. Staff in our setting 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

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for trips/visits carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, and is assessed depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Children are specifically allocated to each member of staff to ensure that each child is well supervised and they are responsible for supervising their designated children for the duration of the outing so that no child goes astray and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, medicines required for individual children, a mini first aid kit, water and plastic cups. 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.
- Staff take a list of children with them (usually in the form of the register) with contact numbers of parents/carers.
- We take a photo on the iPad of all children before we leave the building.
- All children wear a 'hi-viz' jacket
- A minimum of two staff accompany children on outings and a minimum of two remain behind if any children are in the setting.

This policy was adopted at a meeting of

Cobham Community Pre-School *(name of provider)*

Held on

April 2024 *(date)*

To be reviewed again

April 2026

Signed on behalf of the provider

Name of signatory

Kate Rose

Role of signatory (e.g. chair, director or owner)

Committee Chair

