

8.3 Supervision of children on outings and visits

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

Children must be kept safe while on outings.

8.3.1 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.

Staff at Purley Pre-School 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.

8.3.2 Procedures

- There is a risk assessment for each venue 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.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children.
- 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 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.
- Staff take a mobile phone on outings.
- Staff also take the following supplies and equipment on outings - 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.
 - Tissues and wipes,
 - Spare clothing
 - Spare nappies and pants
 - Medicines required for individual children
 - A mini first aid kit
 - Snacks and water.
- 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 appropriate insurance cover.

Purley Pre-School Policies & Procedures

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

8.3 Supervision of Children on Outings and Visits

- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

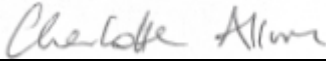
Other useful Pre-school Learning Alliance publications

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

This policy was adopted at a meeting of Purley Pre-School Committee

Held on 10th Feb 2015 (date)

Date to be reviewed 10th Feb 2017 (date)

Signed on behalf of the provider 

Name of signatory Charlotte Allum

Role of signatory (e.g. chair, director or owner) Chair, Purley Pre-School