

# 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 the local attractions 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 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.
- This general consent details the venues used for daily activities.
- We perform a risk assessment for each individual trip and is discussed with all staff.
- 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 higher than our usual ratio, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
  - Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
  - Staff take a list of children with them with contact numbers of parents/carers.
  - Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
  - A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.