## C:\Users\leafield\Documents\Leafield Pre-school CIO files\Templates\Leafield Pre-school Logo - full.png

## 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 local parks, 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.
* This general consent details the venues used for daily activities.
* 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 normally higher than when supported in this classroom when we go out of the Leafield Village hall gate area (not the field or playpark). This is assessed as part of the activity risk assessment. Parent volunteers may be used as additional support for outings.
* 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.
* Outing Risk Assessments are stored in the Health and Safety folder in the office. All staff are required to read and sign the assessment prior to the activity taking place. The Risk assessment will include:
* The date and time of the outing.
* The venue and mode of transport used.
* Potential hazards identified and how these will be managed
* Staff take a mobile phone on outings, as well as supplies of tissues, wipes and nappies (if appropriate), medicines required for individual children, a mini first aid kit 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 if they are not in sight of the preschool building.

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