



Starlings Preschool Supervision of children on outings and visits Policy

Policy statement

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. 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 form on registration for their children to be taken out as 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 form 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, these are kept in the office
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached
- 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 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, as well as supplies of tissue, wipes, spare clothing and nappies, medicines required for children, a 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
- Staff take a list of children with them with contact numbers, as well as an accident book and a copy of our missing child policy
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children

Other useful Preschool learning alliances publications

- **Daily register and outings record (2012)**
- **Managing risk (2009)**

This policy was adopted at a meeting of Starlings Pre-school (name of provider)

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

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