



Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the village hall to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We 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

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents accompany their children on major outings.
- Our manager signs off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate Forest School risk assessment is conducted and Forest School standard procedures are followed at all times. The designated lead is always a trained Forest School practitioner.
- Any written outing risk assessments are made available for parents to see.
- A minimum of two staff accompany children on outings.
- We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Our Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

This policy was adopted at a meeting of	Tansor Playgroup Committee
Held on	19 th January 2010
Signed on behalf of Tansor Playgroup Committee	Faye Betts
Role of signatory	Jt Chair of Playgroup Committee
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This policy was reviewed and updated on	1 st September 2012
Reviewed on behalf of Tansor Playgroup Committee	Adrian Smith
Role of reviewer	Chair of Playgroup Committee
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This policy was reviewed and updated on	18 th January 2017
Reviewed on behalf of Tansor Playgroup Committee	Sue Bradley
Role of reviewer	Co-Chair of Playgroup Committee
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Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2015)
- Managing Risk (2009)