FOWEY PRE-SCHOOL

**SUPERVISION OF CHILDREN ON OUTINGS AND VISITS POLICY**

**Children benefit from being taken out of the setting to go on visits or trips to suitable venues for activities which enhance their learning experiences.**

**We have agreed procedures for the safe conduct of outings:**

* 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
* a risk assessment for each venue is 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
* our adult to child ratio is high, normally one adult to two children, 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
* if a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
* the children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children
* records are kept of the vehicles used to transport children, the named drivers and appropriate insurance cover, should the situation arise
* staff take a mobile phones on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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 of parents/carers
* Outings are recorded and kept in the setting, stating:
  + the date and time of outing
  + the venue and mode of transport
  + names of staff assigned to named children
  + time of return
  + risk assessment

**EYFS key themes and commitments**

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping safe 1.4 Health and wellbeing | 2.2 Parents as  partners | 3.3 The learning environment | 4.2 Active learning |

September 2024

Signed…………………………………….Position…………………………….. Date………