

Supervision of Children on Outings and Visits Policy

Aim:

Children benefit from being taken out of the preschool to go on visits and trips within the local community to parks or other suitable venues for activities which enhance their learning experiences. Staff at Playdays ensure that there are procedures to follow to keep children safe on outings. All staff and volunteers are aware of and follow the procedures below.

Method:

Parents sign a general consent form on enrolment for their children to be taken out as part of the daily activities of the preschool. Where an outing is visited as part of the daily activities this is listed on the enrolment form.

A risk assessment is completed for each venue and is reviewed regularly.

Parents are always asked for additional consent for major outings or new venues. A risk assessment is carried out before an outing takes place.

Risk assessments are stored in the health and safety folder in the office and are available for parents to view at all times.

Our ratio of adults to children on outings is high. Normally one adult to 2 children but is dependent on the age of the child, sensibility, maturity and type of venue as well as to how it will be reached. Ratios on outings and visits will never exceed 1 adult to 2 children for children aged two to three years, and 1 adult to 4 children for children aged three to five years.

Children are assigned a named member each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.

Staff are required to take a mobile phone, supplies of tissues, wipes, pants etc. as well as 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 with them as well as how long they will be out for.

Staff are required to complete the Outings Record Form before leaving the preschool and a copy is to be taken and left with the Business Manager and a copy taken on the outing. The completed form should be handed to the Business Manager on return. If the Business Manager is not at the setting, then a sign should be left on the door with the mobile phone number. Staff should also take a list of parent contact numbers.

Where only some children are attending the outing, a minimum of two staff are required to escort children on outings and a minimum of 2 staff should remain in the preschool.