



Supervision of Children on Outings and Visits Policy

Little Owls Supervision of Children on Outings and Visits Policy

Version Control Log

Date	Date agreed with Managers	Overview of changes
October 2019	1 st October 2019	Review of policy in conjunction with the Pre-School Learning Alliances updated policy.

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Policy statement

Children benefit from being taken outside of the setting on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. 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

- We ask parents/carers 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/carers to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Written outing risk assessments are available for parents/carers to view.
- We ensure compulsory ratios are met and provide extra adult support if needed, depending on age, needs etc. of the children.
- 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.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they are not included in the adults to child ratio but would be providing additional support.
- Major outings are recorded in an outings record register kept in the setting, 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.
- 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.
- On major outings, staff take a list of children with them with contact numbers of parents/carers and an accident book. All staff are familiar with our 'Missing Child Policy.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- On major outings, we provide children with badges to wear that contain the name and setting telephone number – but not the name of the child.