# Warmley Preschool – Safeguarding Children and Promoting Children’s Welfare

## Supervision of Children on Outings and Visits Policy

### Policy statement

Children benefit from being taken out of the setting to go 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 below.

### Procedures

* 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
* Outings are recorded in an outings record book 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.
* Staff take a mobile phone 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.
* A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

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## Adoption of Policy

This policy was adopted as follows:

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| **Meeting of** |  |
| **Date held** |  |
| **Date for review** |  |

Signed on behalf of the management committee:

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| --- | --- |
| **Name of Signatory** |  |
| **Signature** |  |
| **Role of Signatory** |  | **Date** |  |