

Pound Hill Pre-School Policy and Procedures

8.3 Supervision of children on outings and visits



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.

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.
- Parents must sign permission slips for extraordinary visits.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio for visits is a minimum of one adult to three children, depending on their age, sensibility, and the type of venue, as well as how it is to be reached. Statutory ratio requirements will be adhered to for the children that remain behind from the trip
- 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.
- Practitioners 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 as required. 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.
- Practitioners take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

This policy was adopted by

K Platt

Role of signatory

Manager

Date

July 2021

Date to be reviewed

01/09/2022