

## **Supervision of children on outings and visits**

### **Policy statement**

Children benefit from being taken out of the setting to go on walks or trips to the local post box etc which enhances their learning experiences.

Our setting does not have direct access to outdoor provision on the premises and therefore the children are taken out daily to the school playground and the field behind the village hall. Staff in our setting ensure that there are procedures to keep children safe on outings.

- Parents are aware and informed and shown the playground and field when they register their child at our setting.
- There is a risk assessment for each venue 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.
- All venue risk assessments are available for parents to see on request.
- Our adult to child ratio is high on major outings (normally 1:4 for under 3's and 1-8 for over 3's) depending on their age/development, 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, that no child goes astray and that there is no unauthorised access to children.
- 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.

Date – Sept. 2024

Beckie Combes