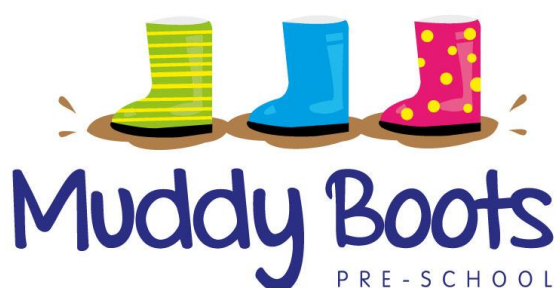


Muddy Boots Pre-School CIO

Safety and Suitability of Premises, Environment and Equipment - 8.3 Supervision of Children on Outings and Visits



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

Policy date: September 2012

Jubilee Drive, Walgrave, Northampton, NN6 9PH. Tel: 01604 781838
Registered CIO No: 1207935

Policy Adopted:	September 2012 – reviewed annually
Review Date:	SEE LAST PAGE (REVIEW SHEET)

Safety and Suitability of Premises, Environment and Equipment -

Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the pre-school 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 part of the daily activities of the pre-school.
- This general consent details the venues used for daily activities.
- 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 outing.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached. We ensure that at least 2 members of staff in attendance have received and are up to date with first aid training.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.