



Safeguarding Children

Supervision of children on outings and visits

Our Policy

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. All staff and volunteers are aware of and follow the procedures below to ensure child safety.

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- Parents sign a general consent on registration for their children to be taken out to local sites as a part of the daily activities of the Pre-School.
- A risk assessment for outings is completed and regularly updated.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Our adult to child ratio is high, and depends on their age, sensibility, the venue and how it is to be reached.
- 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.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- 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 list of children with them with contact numbers of parents/carers.
- A minimum of two staff will accompany children on outings and a minimum of two will remain behind with the rest of the children.